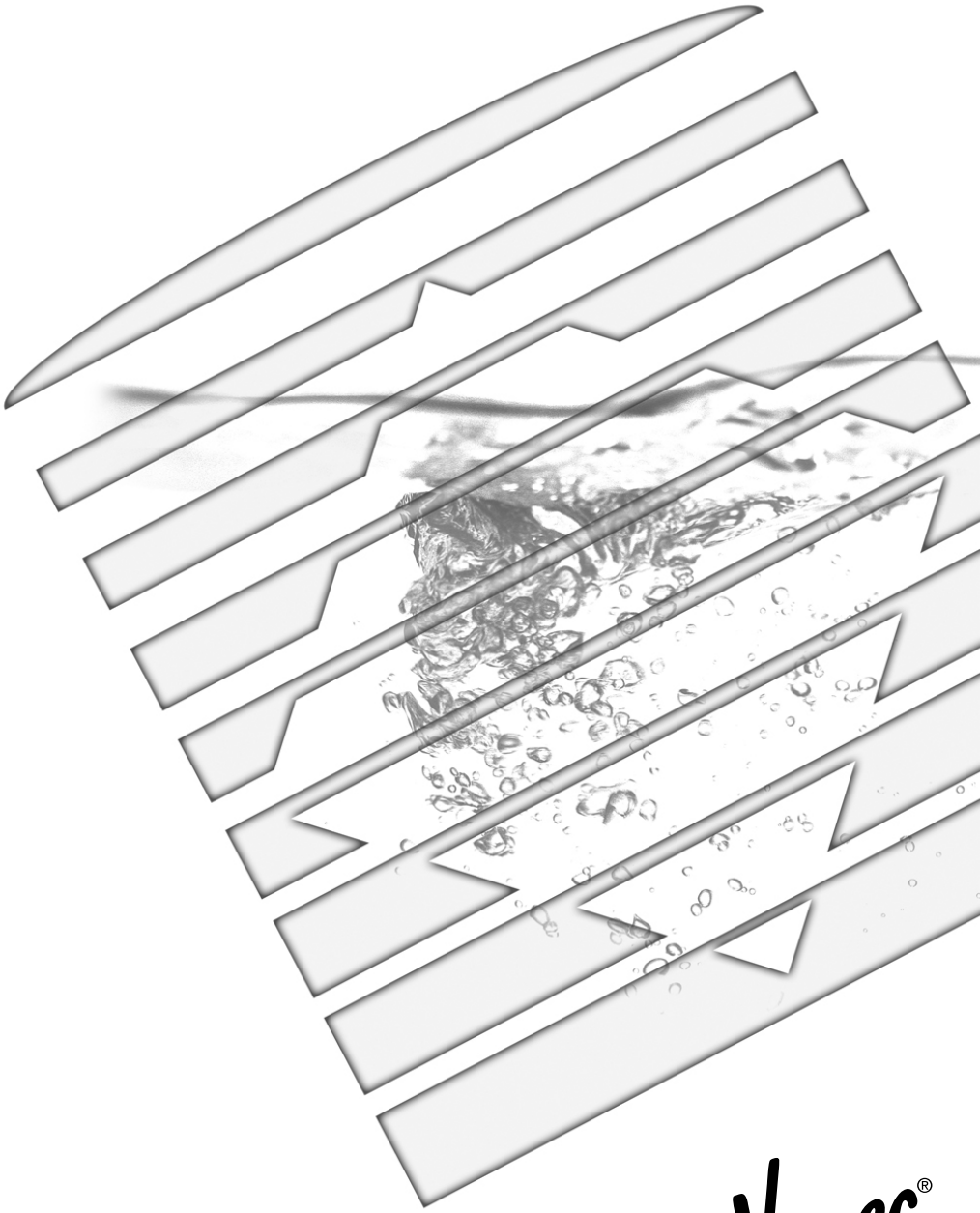
FuelsManager® DEFENSE

9700 Version 6.0
USM012GVAE0108

Dispatch and Fuels Accounting
User Manual



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Using This Publication

This publication explains the basics of working with FuelsManager Defense Version 6.0, including set up, menus, queries, and reports. It also provides detailed steps and procedures required for using the Dispatch and Accounting applications.

Before reading this publication, you should become familiar with the operation of Microsoft Windows. This publication is intended for system administrators and local administrators. For additional information about the FuelsManager Defense application, contact the Help Desk in Atlanta at DSN 697-6733 or at the toll-free number 1-800-446-4950.

Department of Defense References

Listed below are Department of Defense publications available on the Defense Energy Support Center Publications page that support using FuelsManager Defense and that apply to DESC (Defense Energy Support Center) policies and procedures.

DOD 4140.25-M, DOD Management of Bulk Petroleum Products, Natural Gas, and Coal

http://www.desc.dla.mil/DCM/DCMPage.asp?LinkID=DESCPublications

DOD 4140.1-R, DOD Supply Chain Management Regulation

http://www.desc.dla.mil/DCM/DCMPage.asp?LinkID=DESCPublications

DESC Interim Policy and Procedural Instructions

The referenced procedures are updated on an as required basis and can be accessed at the following link:

http://www.desc.dla.mil/DCM/DCMPage.asp?LinkID=DESCSFASInterimPolicy

Windows Terminology

The FuelsManager Defense user interface is based upon the Microsoft Windows Graphical User Interface (GUI) standard and is SAA-compliant (System Application Architecture standard for open systems). All top-level menus, dialog boxes, and mouse-driven interfaces adhere to the published standards for Microsoft Windows. This manual uses the terms described in the following tables when describing operator actions and windows elements for step-by-step instructions.

Actions in Windows

Actions	Description
Point	To move the mouse pointer until it rests on the item of choice.
Click	To quickly press and release the mouse button once.
Double-click	To quickly press and release the mouse button twice in succession.
Drag	To hold down the mouse button while moving an object across the computer screen.
Release	To quit holding down the mouse button after dragging an item.
Select	To pick an item on a menu, button or to highlight text or graphics usually via a single click. Selecting does not initiate an action.
Choose	To pick an item to carry out an action. Often needed to select an item before choosing it (usually via a double-click).

Window Elements

Elements	Description
Program Icon	Provides a pop-up menu, which allows window modification.
Title Bar	Shows the title of the application, document or FuelsManager graphic window.
Menu Bar	Lists of available menus. Most applications have a File menu, Edit menu, and a Help menu, as well as menus unique to the application.
Menu	A menu contains a list of commands or actions performed by the operator. Also referred to as a pop-up/ drop-down menu.
Dialog Box	A movable window that is displayed on screen in response to the user selecting a menu option. It provides the current status and available options for a particular feature in the application.
Window	A scrollable viewing area on screen. May refer to the entire application in a window.
Window Title	The Window title can be the name of an application, document, group, directory or file depending on the type of window in which it appears.
Close Button	Use this button to close the window or application.
Maximize Button	Use this button to enlarge the application window so that it fills the entire desktop.
Minimize Button	Use this button to reduce the application window to an icon at the bottom of the screen.
Restore Button	This button can restore an application window to its previous size and location.
Window Border	The Window border is the outside edge of a window. The user can change the window size by dragging the border in or out on each side of a window.

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1 Introduction and Administrator Setup

FuelsManager Defense

The FuelsManager Defense system is a 32-bit software package that you use to manage a Fuels Service. It contains several applications that handle a wide variety of tasks:

Application	Description
Dispatch	Tracks and records requests for refueling or defueling, dispatch service equipment and operators, and track the response and service times.
Equipment Status	Monitors refueling equipment and inventory.
Maintenance	Tracks repairs that have been performed on your refueling equipment.
Personnel	Maintains a database of the employees that perform the different duties at the Fuels Section.
Quality Control	Defines and schedules tests and inspections and records the results. You can also assign quality tags to Equipment ID's in this application.
Training	Tracks, schedules, and records the training needs of the personnel.
Scheduler	Maintains appointments for Personnel (such as training or medical appointments) and fueling equipment (such as Quality Control).
Accounting	Creates ledgers and prepares your transactions to be sent to the Fuels Enterprise Server (run from a Web browser).
Tank Inventory	Displays current inventory data from Inventory Management for each tank and refueling unit.

Table 1-1: FuelsManager Defense applications

FuelsManager Defense Sections

Unless you are an administrator, you have access only to the applications that you are required to work in. Your FuelsManager Defense administrator determines your rights based on your job requirements.

Check with your FuelsManager Defense administrator to find out what applications you have access to. This also determines what sections of this manual will be useful to you.

No matter what your system rights are, you should familiarize yourself with the information in the FuelsManager Defense Basics section. It contains reference information that is applicable throughout the FuelsManager Defense system.

Other than the FuelsManager Defense Basics, you should read and learn the section titles that correspond to the application names. For example, if you have rights to the Dispatch application, read and refer to the Dispatch section.

After installation, there are several configuration tasks that need to be done before you can start using the applications:

- Enter the constants and parameters
- Add products used at your site
- Create FuelsManager Defense groups and assign the group rights
- Add FuelsManager Defense users and assign them to groups
- Configure security policies
- Add workstations and assign its ownership properties
- Assign ownership properties to work stations

Application Access Rights

One of the first things you must do when using FuelsManager Defense is determine the applications to which you have access rights. Your administrator gives you rights to one or more applications. Your rights determine the applications you can open, and what you can do in those applications. Ask the administrator at your site which groups you are assigned to and what rights those groups have.

Logging on to FuelsManager Defense

To use FuelsManager Defense, you must log on to the system. First, you must complete the following prerequisites:

- Install FuelsManager Defense
- Obtain a FuelsManager Defense logon account with appropriate rights assigned to your group (User Name and Password)

Your Local Administrator can create an account for you if you do not already have one. You must change your password after you log on for the first time.

> **Note** Procedures for logging on to the Accounting application are slightly different. For more information, see the "Web Accounting" section.

1. Open FuelsManager Defense by clicking Start -> Programs -> FuelsManager -> Dispatch.
2. Enter your User Name.
3. Enter your Password. The characters appear as asterisks.
4. Click OK. The FuelsManager Defense window appears.

Closing FuelsManager Defense

When you close FuelsManager Defense, the system closes any open applications and logs you out.

- From the FuelsManager Defense window, click File, and then click Exit. The system closes all open application windows.

Changing passwords

Use this procedure to change the password. The system prompts you to change your password after you log in for the first time. Use this procedure to reset or unlock passwords. Your user account becomes disabled if the password expires and you have not changed it. The system stores the last 24 passwords that you have used. Select a different password each time the system prompts you to change it.

> **Note** Passwords for user accounts must have a minimum of nine characters and contain at least two numbers, two lower-case letters, two upper-case letters, and two nonalphanumeric characters such as &, (, +, or $.

The default application Admin password must be changed to a non-keyboard pattern, 15-character strong password that contains at least two numbers, two lower-case letters, two upper-case letters, and two nonalphanumeric characters such as &, (, +, or $. The same password cannot be used on any other operating system.

1. From the FuelsManager Defense window, click File, and then click Change Password. The Confirm Password dialog box appears.
2. Type the Old Password.
3. Type the new password in the New Password and Confirm Password fields, and the click OK.

Logging on as an administrator

To use FuelsManager Defense, you must log on to the system.

1. Open FuelsManager Defense by clicking Start -> Programs -> FuelsManager -> Dispatch.
2. Enter your Administrator User Name.
3. Enter your Password. The characters appear as dots.
4. Click OK. The FuelsManager Defense window appears.

FuelsManager Defense Databases

Evacuate and merge

Evacuating FuelsManager Defense databases

Use the Evacuate option to copy select FuelsManager Defense databases to a floppy disk.

1. Close any FuelsManager Defense applications that you have open.
2. From the FuelsManager Defense window, click Configuration, and then click Evacuate. The Evacuate dialog box appears.
3. Are you evacuating to a floppy disk drive?
   - If yes, change the default Target Directory from C:\ to A:\ (drive A).
   - If no, click the Browse button next to the Target Directory field and select a different directory.

4. Click the drop-down arrows next to From Date and To Date to select a date range.
5. Click Evacuate. The system evacuates the databases and a list of status messages appears. When the evacuation is complete, the message prompt Evacuation Operation Complete appears.
6. Click OK, and then click Exit.

Merging evacuated databases

Use the Merge option to move edited or changed databases back to the original server.

For example, if you evacuated to another computer where you continued to perform tasks and edit the databases, you can move that data back to the original server. Evacuate the databases on the second computer, move back to the original computer, and merge the databases.

1. From the FuelsManager Defense window, click Configuration, and then click Evacuate. The Evacuate dialog box appears.
2. Are you merging from a floppy disk drive?
   - If yes, insert the floppy disk and change the default Target Directory from C:\ to A:\ (drive A).
   - If no, click the Browse button next to the Target Directory field and select a different directory.
3. Click Merge. The Open dialog box appears.
4. Browse for the file name, and then click Open. The system merges the databases and a list of status messages appears. When the merge is completed, the message prompt Database Merge Complete appears.
5. Click OK, and then click Exit.

Archive and restore

Archiving transactional data

Use the Archive Data option to select data to remove from the active database and place in an archive file. You can archive transactional data for the Dispatch, Quality Control, Maintenance, and Accounting applications. Archiving data is not the same as backing up data. Archiving saves the data, and then purges the data from active storage.

1. From the FuelsManager Defense window, click Configuration, and then click Archive Data. The Select Archive Datasets dialog box appears.
2. Select the data to archive, and then click Next. The Select Archive Date Range dialog box appears.
3. Select a Start Date and End Date, and then click Finish. The Archive process runs in the background and you can work with other applications while it is running. After the process is completed, a message prompt appears.
4. Click OK. The data you selected to archive is saved in the compressed archive files.

   Example: Dispatch – yyyymmddTOyyyymmdd.zdb

Restoring transactional data

Use the Restore Data option to restore archived data to the active database.

1. From the FuelsManager Defense window, click Configuration, and then click Restore Data. The Select Archive File dialog box appears.
2. Click the drop-down arrow to select the archive file to restore. File names are based on the date range selected in the Archive Data option. For example, Dispatch-20061016TO20061023.zbd is the archive file for the Dispatch application from October 16, 2006 to October 23, 2006.
3. Click Finish. A message prompt appears.
4. Click OK.

Constants and Parameters

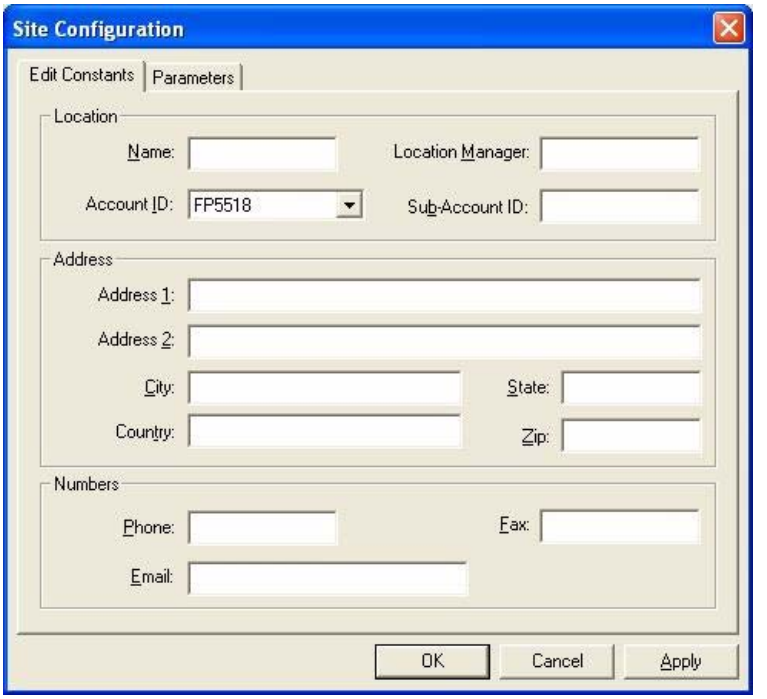
Before you add users to the system, you must configure some basic site settings to support your databases and transactions, as follows:

- Enter the constants that identify your site.
- Enter the parameters that identify the primary roles for the installation, including the Manager, Owner, and Vendor.

You maintain constants and parameters in the Site Configuration dialog box.

Constants

Constants identify your site and include specific information about your location, address, and contact numbers. All transactions are identified by constants data. When you send transactions to the Fuels Enterprise Server, the system can recognize your transactions based on constants data. Using constants also helps you maintain your site information for reference.



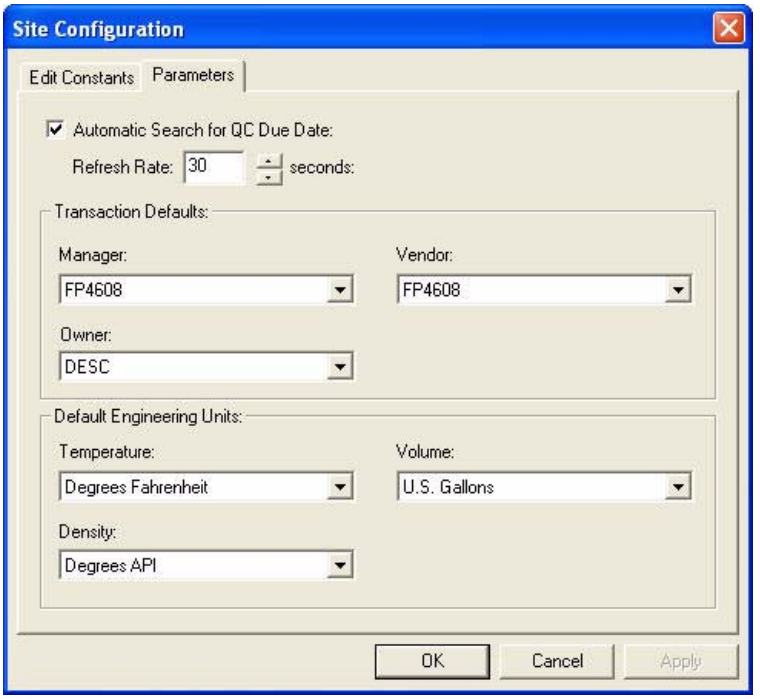
Entering constants

1. From the FuelsManager Defense window, click Configuration, and then click Constants. The Site Configuration dialog box appears, with the Edit Constants tab selected.
2. Under Location, enter the Name, Location Manager, Account ID (DODAAC), and Sub-Account ID (Supp DODAAC) for your site.
3. Under Address, enter the appropriate address information in the fields provided.
4. Under Numbers, enter phone and fax numbers and an e-mail address.

5. Click Apply, and then click OK. The system saves the constants and closes the Site Configuration dialog box.

Parameters

Parameters identify the quality control rate, primary roles, and engineering units such as temperature, volume, and density.



Entering parameters

1. From the FuelsManager Defense window, click Configuration, and then click Constants.The Site Configuration dialog box appears, with the Edit Constants tab selected.
2. Click the Parameters tab.
3. Select or clear the Automatic Search for QC Due Date check box. If selected, the system automatically checks for quality control (QC) due dates for your equipment. If this option is not selected, the system does not set the next due date for your equipment.
4. Enter in seconds the Refresh Rate, or frequency that you want this check to run. The default setting is 30 seconds.

5. Under Transaction Defaults, select the Manager, Vendor, and Owner from the drop-down menus.
6. Under Default Engineering Units, select the units that you want the system to measure for the Temperature, Density, and Volume.
7. Click Apply, and then click OK. The system saves the parameters and closes the Site Configuration dialog box.

Editing constants and parameters

1. From the FuelsManager Defense window, click Configuration, and then click Constants.The Site Configuration dialog box appears, with the Edit Constants tab selected.
2. If needed, change the Location, Address, and Numbers information.
3. If needed, click the Parameters tab and change the Automatic Search for QC Due Date, Transaction Defaults, and Default Engineering Units.
4. Click Apply, and then click OK. The system saves the changes and closes the Site Configuration dialog box. All databases now reflect the new settings.

User Security

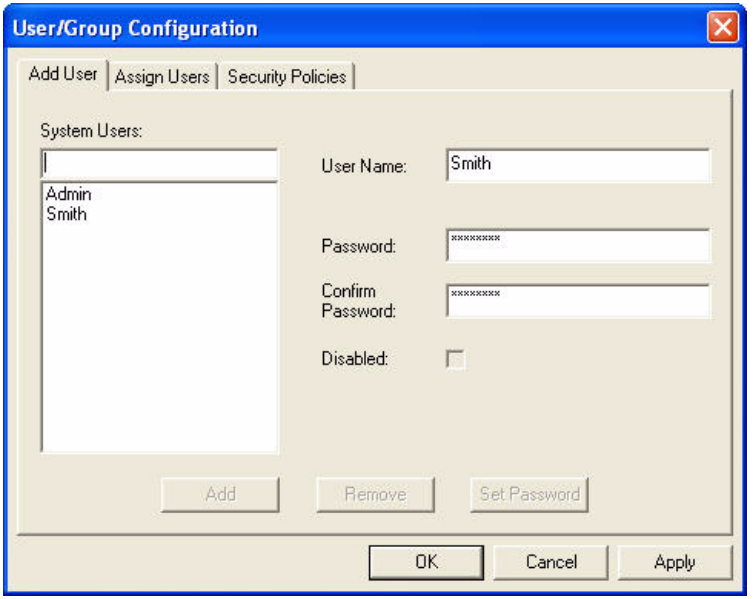
Before users can access the system, you must complete three security tasks, as follows:

- Configure security policies for user passwords.
- Create user accounts so that staff members can access the system.
- Assign users to functional groups based on their job requirements.

User accounts

You must create a unique user account, which includes a user name and a password, for each user who accesses the FuelsManager Defense system. Users cannot access the applications unless a valid account has been created for them. Strong security settings must be enabled for FuelsManager Defense. Passwords must have a minimum of nine characters and contain at least two numbers, two lower-case letters, two upper-case letters, and two nonalphanumeric characters such as &, (, +, or $. All user account settings are established per JTF-GNO Communication Tasking Order 06-02, with the additional requirement that passwords be set to expire every 60 days.

DoD policy is that administrators use two separate accounts when working with FuelsManager Defense. Use one account strictly for administrative duties such as defining security policies. The second account should be used for performing daily duties, such as dispatching vehicles or maintaining equipment. For more information, see the “Security policies” section.



Adding user accounts

1. From the FuelsManager Defense window, click Configuration, and then click User/Group. The User/Group Configuration dialog box appears, with the Add User tab selected.
2. Type the User Name. The name can include up to 30 characters.
3. Type the password in the Password and Confirm Password fields. The password appears in asterisks.
4. Click Add. The new user name appears in the System Users list.
5. Repeat these steps to add additional users.
6. Click Apply, and then click OK. The system adds the user to the database and closes the User/Group Configuration dialog box.

Setting user passwords

1. From the FuelsManager Defense window, click Configuration, and then click User/Group. The User/Group Configuration dialog box appears, with the Add User tab selected.
2. In the System Users list, select the user name to edit. The user name and password (as asterisks) appear.
3. Type the new password in the Password and Confirm Password fields, and then click Set Password.
4. Repeat steps 2 and 3 to change additional passwords.
5. Click Apply, and then click OK. The system adds the new password to the database and closes the User/Groups Configuration dialog box.

Enabling and disabling user accounts

Use this procedure to enable or disable a user account. When an account is disabled, it is still in the system but not available to the user.

> **Note** The Local Administrator must disable user accounts for personnel going TDY.

1. From the FuelsManager Defense window, click Configuration, and then click User/Group. The User/Group Configuration dialog box appears, with the Add User tab selected.
2. In the System Users list, select the user name to edit. The user name and password (as asterisks) appear.
3. As needed, select or clear the Disabled check box.
4. Repeat steps 2 and 3 for additional users.
5. Click Apply, and then click OK. The system updates the database and closes the User/Groups Configuration dialog box.

Removing user accounts

Use this procedure to remove user accounts, so that users cannot access the system.

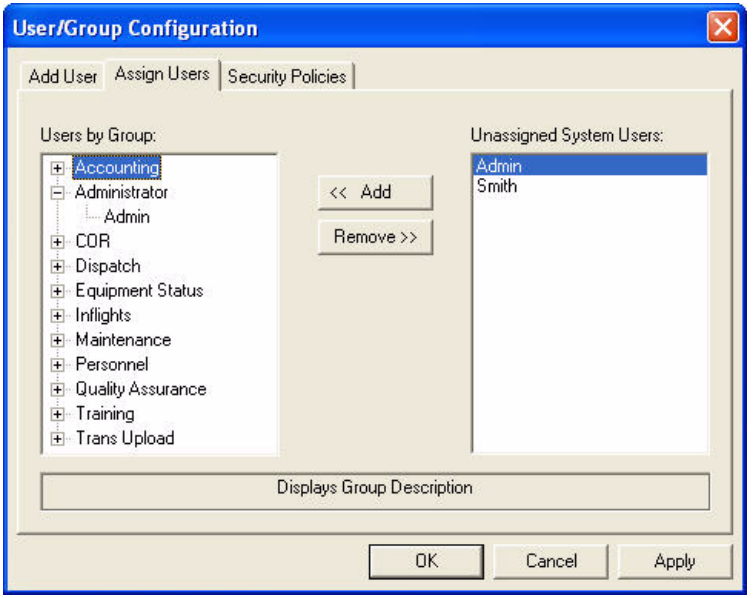
> **Note** The Local Administrator must delete user accounts for personnel no longer assigned to the site (PCS).

1. From the FuelsManager Defense window, click Configuration, and then click User/Group. The User/Group Configuration dialog box appears, with the Add User tab selected.
2. In the System Users list, select the user name to edit. The user name and password (as asterisks) appear.

3. Click Remove. A message prompt appears.
4. Click Yes. The system removes the user from the database.
5. Repeat steps 2 through 4 for additional users.
6. Click Apply, and then click OK. The User/Groups Configuration dialog box closes.

Groups

After you create user accounts, you assign them to predefined functional groups such as “Accounting” or “Dispatch.” Some users may belong to one or more groups; however, a user must be assigned to at least one group to use the application. A group should reflect a practical division of responsibilities among the people who use the FuelsManager Defense system. For more information, see the “Permissions” section. Maintain a list of personnel (users) with the specific permissions (groups) assigned per their duties.



Assigning users to groups

Each predefined functional group has specific rights associated with that group. Assigning users to groups gives those users access to the rights and permissions associated with the group.

1. From the FuelsManager Defense window, click Configuration, and then click User/Group. The User/Group Configuration dialog box appears, with the Add User tab selected.
2. Click the Assign Users tab.
3. Select the group name in the Users by Group list.
4. Select the user you want to add in the Unassigned System Users list.
5. Click Add. The system adds the user to the group.
6. Repeat step 5 to add more users to the group.
7. Click Apply, and then click OK. The system updates the database and closes the User/Group Configuration dialog box.

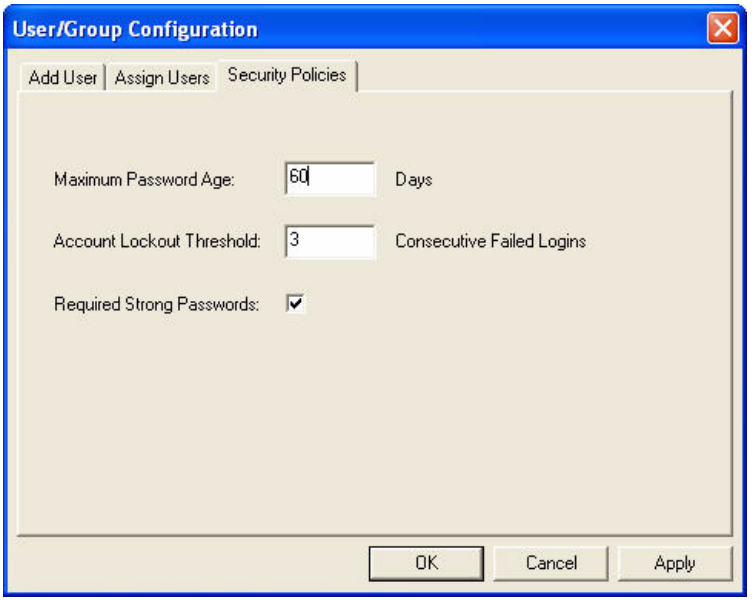
Removing users from groups

1. From the FuelsManager Defense window, click Configuration, and then click User/Group. The User/Group Configuration dialog box appears, with the Add User tab selected.
2. Click the Assign Users tab.
3. Expand the group name in the Users by Group list.
4. Select the user you want to remove, and then click Remove. The system removes the user from the group and moves the name to the Unassigned System Users list.
5. Repeat step 4 to remove additional users from groups.
6. Click Apply, and then click OK. The system updates the database and closes the User/Group Configuration dialog box.

Security policies

In FuelsManager Defense, you must set security policies to control the following:

- Maximum time that a password is in effect (60 days)
- Maximum number of failed log in attempts (3)
- Strong password requirements (selected)



Configuring security policies

Use this procedure to configure security policies.

1. From the FuelsManager Defense window, click Configuration, and then click User/Group. The User/Group Configuration dialog box appears, with the Add User tab selected.
2. Select the Security Policies tab.
3. Set the Maximum Password Age in days to 60. This number represents the maximum number of days that a password is in effect.
4. Set the Account Lockout Threshold to 3. This number represents the maximum number of consecutive failed login attempts that a user can have before being denied access to the system.
5. Select Required Strong Passwords. The system applies the settings for following strong passwords. Passwords must have a minimum of nine characters and contain at least two numbers, two lower-case letters, two upper-case letters, and two nonalphanumeric characters such as &, (, +, or $.
6. Click Apply, and then click OK.

Audit Data

If configured, FuelsManager Defense logs all successful and unsuccessful attempts by FuelsManager Defense users to access any FuelsManager data and records this data in an audit log. The system administrator is the only user tracked by default.

! Warning If additional logging is enabled, the log files must be archived more often due to availability of hard drive space.

Configuring audit logs

FuelsManager Defense provides the ability to modify the audit tracing configuration parameters used in the audit log. Only those users who are members of the Administrators group can configure audit tracing.

Configuring audit tracing parameters

Use this procedure to configure audit tracing parameters.

1. From the FuelsManager Defense window, click Configuration, and then click Configure Audit Log. The Audit Log Configuration dialog box appears.
2. Select or clear the Audit Read Access check box. If this option is enabled, the system logs all attempts by users to read or change data.
3. Under User Auditing, select or clear the Audit only selected users check box. If this option is enabled, you can select specific users to include on the audit list. If this option is disabled, all users appear on the list by default.
4. In the Available Users list, do one of the following:
   - Select a user, and then click Assign. The user is now assigned to the list of users to be audited.
   - Select a user, and then click Remove. The user is now removed from the list of users to be audited.
5. Click OK. The Audit Log Configuration dialog box closes.

Printing audit log reports

FuelsManager Defense provides a tool that provides access to the audit log data, which can be viewed or printed. Users who are members of the Administrators group and who have the permissions of that group can configure and print the Audit Log Report. These logs must be retained for a minimum of one year in accordance with the System

Security Authorization Agreement (SSAA). You can filter the report based on one or more of the following criteria:

- a specific user ID
- a date and time range
- the success or failure to access a database resource
- an event class

Selecting report criteria

Use this procedure to select audit report criteria.

1. From the FuelsManager Defense window, click Configuration, and then click Database Audit Log. The Select Report Filter dialog box appears.
2. Click the Browse button, which opens a list of log files to view.
3. Select a log file, and then click Open.
4. Under Select Time Range, click the drop-down arrows to select a Start Date and an End Date.
5. Specify the Start Time and End Time.
6. Under Login Name, click the drop-down arrow to select a user name.
7. Under Result, click the drop-down arrow to select the results of attempting to access a database resource. Choices include All, Failure, or Success.
8. Under Event Class, click the drop-down arrow to select the type of event to include in the report. For the complete list, see the “Event classes” section.
9. Click VIEW REPORT. The FuelsManager Defense Database Audit Report appears. Do one of the following:
   - Click the Print icon to print the report.
   - Click the Export icon to export the report to another file format.

Event classes

Listed below are the events captured by the audit trace and stored in the audit log:

- All
- Audit Add DB User Event
- Audit Add Logging Event
- Audit Add Login to Server Role Event
- Audit Add Member to DB Role Event
- Audit Add Role Event
- Audit App Role Change Password Event
- Audit Backup/Restore Event
- Audit Change Audit Event
- Audit Database Consistency Check Event (DBCC)
- Audit Login
- Audit Login Change Password
- Audit Login Change Property
- Audit Login GDR Event
- Audit Logout
- Audit Object Derived Permission Event
- Audit Object GDR Event
- Audit Object Permission Event
- Audit Server Start/Stop Event
- Audit Statement Grant/Deny/Revoke (GDR) Event
- Audit Statement Permission Event
- Login Failed

Audit Log Report fields

The table below describes the fields that appear on the report.

Field	Description
Login Name	Lists the user's login name.
Start Time	Specifies the start time for which events occurred.
SQL Operation	Specifies the configuration settings (INSERT SQL, DELETE SQL, and UPDATE SQL).
Event Class	Specifies the type of event selected for the report.
Database Name	Specifies the database name where the event occurred.
Object Name	Identifies the database resource.
Result	Lists the result (success or failure to access a database resource).

Table 1-2: Audit Log Report fields

2 FuelsManager Defense Basics

FuelsManager Defense Applications

After logging on to FuelsManager Defense, you can open the applications that you are authorized to use. When you open an application, menus and buttons used in that application appear at the top of the FuelsManager Defense window.

Opening applications

Each FuelsManager Defense application is listed in a column on the left side of the FuelsManager Defense window.

1. Log on to FuelsManager Defense.
2. From the FuelsManager Defense window, do one of the following:
   - Click the icon above the application name you want to open.
   - Click Module, and then click the application you want to open.
3. Repeat Step 2 to open additional applications.

Closing applications

- From the application window, click File, and then click Close. The system closes the application.

A different method is used to close the Accounting and Scheduler applications. For more information, see the “Web Accounting” and “Scheduler” sections.

Basic Menus and Buttons

The FuelsManager Defense system contains menu commands and buttons that are specific to the application that you have selected. Some menus and buttons are available at all times within FuelsManager Defense.

Basic menu bar

This table explains the menu commands that are available when all applications are closed. Your group rights determine which menu commands you can access.

Menu	Command	Description
File	Change Password	Changes the current user password.
	Exit	Logs you out and closes the FuelsManager Defense system.
View	Toolbar	Switches the toolbar on and off.
	Status Bar	Switches the status bar at the bottom of the FuelsManager Defense window on and off.
	FuelsManager Defense Bar	Switches the left-hand menu of applications on and off.
Reports	Maintenance	Lists the Maintenance report. Also available from the Maintenance application.
	Training	Lists the Training reports. Also available from the Training application.
	Dispatch	Lists the Dispatch reports. Also available from the Dispatch application.
Configuration	Constants	Opens the Site Configuration dialog box.
	User/Group	Opens the User/Group Configuration dialog box.
	Associate Reports	Opens the Associate Reports dialog box that contains a list of applications and associated reports.
	Evacuate	Opens the Evacuate dialog box, which you use to evacuate databases.

Table 2-1: Basic menu bar

Menu	Command	Description
	Database Audit Log	Opens the Select Report Filter dialog box, which you use to select an audit log file and printing criteria. Enabled only for those users in the Administrator group.
	Configure Audit Log	Opens the Audit Log Configuration dialog box, which you use to configure audit logs. Enabled only for those users in the Administrator group.
	Archive Data	Opens the Select Archive Datasets dialog box, which you use to select data to remove from the active database and place in an archive file. You can archive transactional data for the Dispatch, Quality Control, Maintenance, and Accounting applications.
	Restore Data	Opens the Select Archive File dialog box, which you use to restore archived data to the active database.
Module	Accounting	Opens the Internet Web browser and opens the FuelsManager Defense Fuels Accounting system.
	Dispatch	Opens the FuelsManager Defense Dispatch application.
	Equipment Status Board	Opens the FuelsManager Defense Equipment Status Board application.
	Maintenance	Opens the FuelsManager Defense Maintenance application.
	Personnel	Opens the FuelsManager Defense Personnel application.
	Quality Control	Opens the FuelsManager Defense Quality Control application.
	Training	Opens the FuelsManager Defense Training application.

Table 2-1: Basic menu bar (continued)

Menu	Command	Description
	Tank Inventory	Opens the FuelsManager Defense Tank Inventory tool.
	Scheduler	Opens the Scheduler application (Appointment Properties dialog box).
Add-Ins	Configuration	Opens the Add-Ins Configuration dialog box.
Help	Table of Contents F1	Opens the FuelsManager Defense online Help. Not available in the Tank Inventory and Scheduler applications.
	About	Opens a dialog box that lists the copyright and version number for FuelsManager Defense.

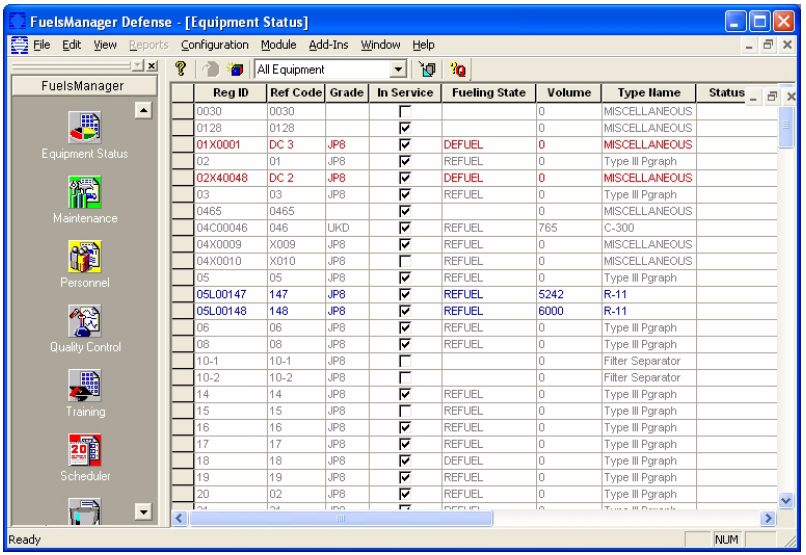
Table 2-1: Basic menu bar (continued)

Basic buttons

Button	Description
	Opens a dialog box that lists the copyright and version number for FuelsManager Defense.

Table 2-2: Basic FuelsManager Defense buttons

Application Grid Windows


FuelsManager Defense - [Equipment Status]
File Edit View Reports Configuration Module Add-Ins Window Help
All Equipment
FuelsManager
Equipment Status
Maintenance
Personnel
Quality Control
Training
Scheduler
Reg ID | Ref Code | Grade | In Service | Fueling State | Volume | Type Name | Status
0030 0030 MISCELLANEOUS
0128 0128 MISCELLANEOUS
01X0001 DC 3 JP8 DEFUEL 0 MISCELLANEOUS
02 01 JP8 REFUEL 0 Type III Pgraph
02X40048 DC 2 JP8 DEFUEL 0 MISCELLANEOUS
03 03 JP8 REFUEL 0 Type III Pgraph
0465 0465 MISCELLANEOUS
04C00046 046 UKD REFUEL 765 C-300
04X0009 X009 JP8 REFUEL 0 MISCELLANEOUS
04X0010 X010 JP8 REFUEL 0 MISCELLANEOUS
05 05 JP8 REFUEL 0 Type III Pgraph
05L00147 147 JP8 REFUEL 5242 R-11
05L00148 148 JP8 REFUEL 6000 R-11
06 06 JP8 REFUEL 0 Type III Pgraph
08 08 JP8 REFUEL 0 Type III Pgraph
10-1 10-1 JP8 0 Filter Separator
10-2 10-2 JP8 0 Filter Separator
14 14 JP8 REFUEL 0 Type III Pgraph
15 15 JP8 REFUEL 0 Type III Pgraph
16 16 JP8 REFUEL 0 Type III Pgraph
17 17 JP8 REFUEL 0 Type III Pgraph
18 18 JP8 DEFUEL 0 Type III Pgraph
19 19 JP8 REFUEL 0 Type III Pgraph
20 02 JP8 REFUEL 0 Type III Pgraph
Ready
NUM

Each application (except for Accounting and Scheduler) displays a table or grid in its main window. The grid window displays the application's database data so you can monitor and view the overall information. Here are some tips for using these windows.

Maximizing, restoring, and minimizing grid windows

When you open an application, the grid window appears within the main FuelsManager Defense window. You can use the buttons at the top-right hand corner of the grid window to change the size of the window to your preference.

Button	Description
	Maximizes the grid window so that it expands to use the entire FuelsManager Defense window.
	Minimizes the grid window. When minimized, the window retracts into a small bar at the bottom of the FuelsManager Defense window from which you can Restore, Maximize, or Close.

Table 2-3: Window buttons

Button	Description
	Restores the grid window to the last non-maximized and non-minimized size and position.
	Closes the grid window and its application.

Table 2-3: Window buttons (continued)

Resizing windows manually

To resize a window, place the mouse on the borders of the window so that the cursor turns into a double-sided arrow. Then click and drag that border to a new position. Do this to as many borders of the window until you reach the size that you need.

Resorting grid windows

You can resort the entries in a grid window by clicking the column heading that you want to sort. Clicking the column multiple times sorts the grid by ascending (indicated by a plus sign) and descending order (indicated by a minus sign). To return to the default order, click the top-left blank column heading.

Changing column size

You can change any grid window column size by clicking and dragging the column borders.

Moving columns

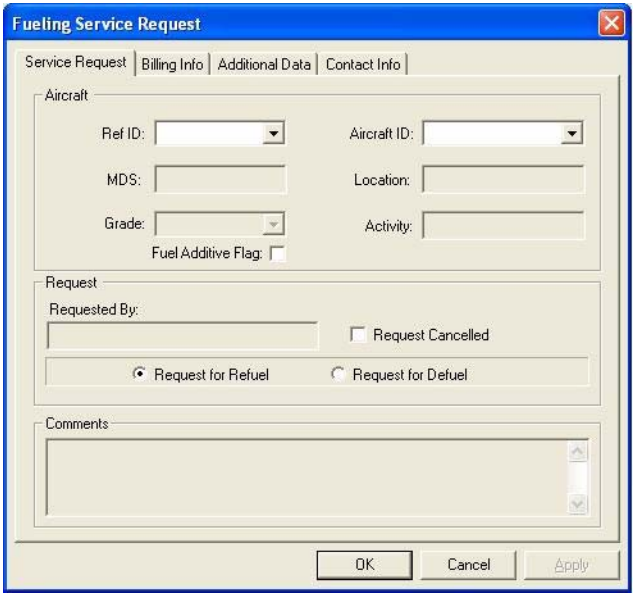
You can change the order of the columns by clicking the column heading once and then clicking and dragging it to a new location in the window.

Dialog Boxes

Each application uses dialog boxes to enter and edit records. All dialog boxes are different, with fields and buttons specific to each one. However, there are some attributes that are universal throughout the FuelsManager Defense system.

Multiple tabs

A dialog box often has multiple tabs along the top. Each of these tabs represent a different page within the dialog box. You can click a tab to view that page.



Buttons

These dialog buttons perform the same function throughout the FuelsManager Defense system.

Button	Description
OK	Updates the database with your changes and closes the dialog box.
Cancel	Closes the dialog box and discards any changes that you have made since the last time you clicked Apply.
Apply	Updates the database with your changes and leaves the dialog box open. Some dialog boxes with multiple tabs require you to click Apply before going to another tab and some do not.
Close	Closes the dialog box.
Done	Closes the dialog box.

Table 2-4: Dialog box buttons

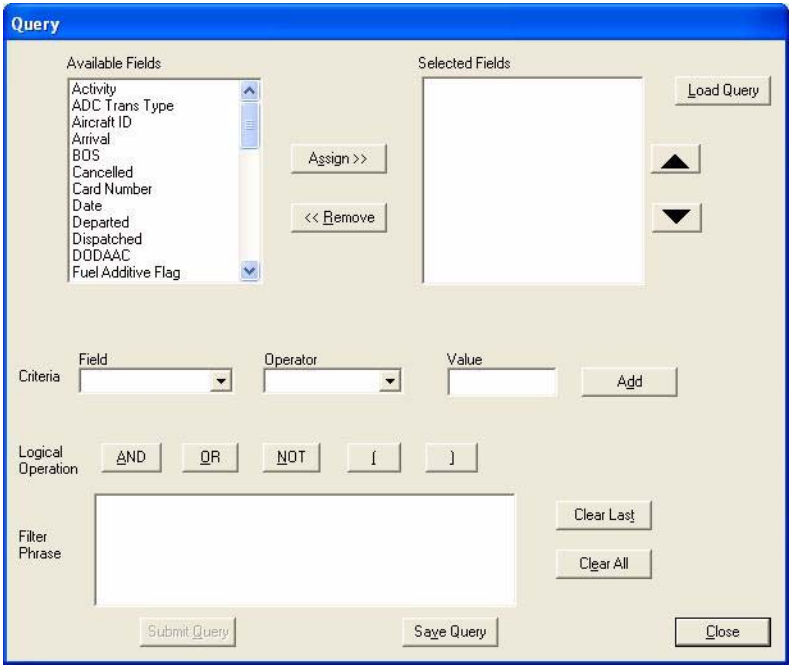
FuelsManager Defense Query Utility

You can query databases in FuelsManager Defense from the Query utility in most of the applications. When you query from a specific application, you see only the fields applicable to that application. For example, if you open the Query dialog box in Quality Control, you can select only Quality Control fields and only Quality Control records appear in the results.

You can use the Query utility from the following applications:

- Dispatch
- Equipment Status
- Maintenance
- Personnel
- Quality Control
- Training

Accounting has its own Query utility. For instructions on querying Accounting data, see the “Web Accounting” section.



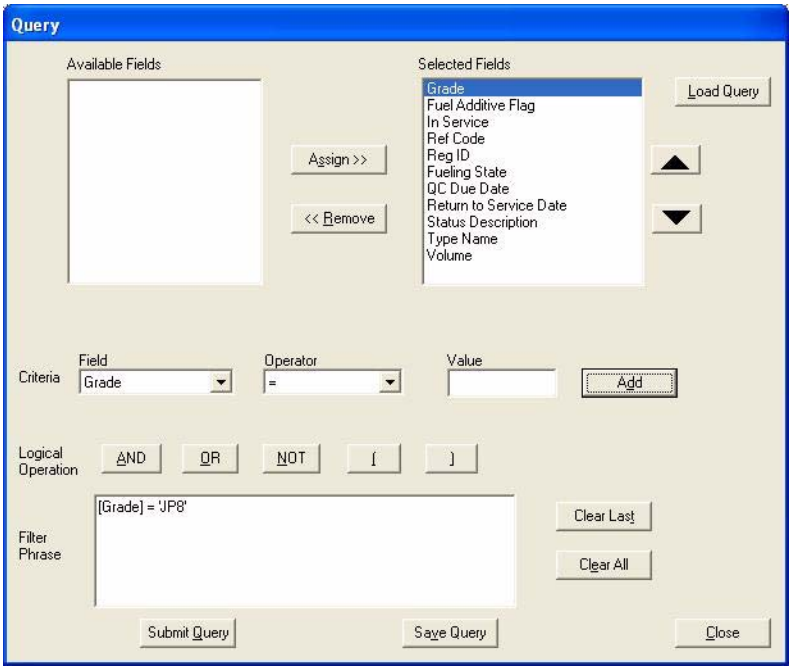
Query operators and logic

The FuelsManager Defense Query utility uses standard query operators and logic, as defined in the “Query operators and logic” table.

Operator	Definition
<	Less than
<=	Less than or equal to
<>	Not equal to
=	Equal to
>	Greater than
>=	Greater than or equal to
IS BLANK	Equals blank
LIKE	Is like

Table 2-5: Query operators and logic

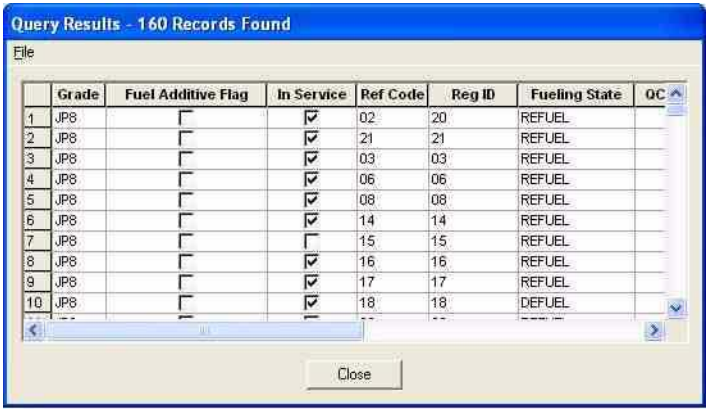
Building queries



Building simple queries

1. From any of the applications that contain the Database Query button in the toolbar, click the Database Query button. The Query dialog box appears.
2. In the Available Fields list select all the fields you want to appear in your result, and then click Assign. The field names move to the Selected Fields list.
   - Click the up or down arrow button to select a field and arrange its order.
   - Press the Ctrl key to select multiple fields at one time.
3. Enter the Criteria for the query. Select the Field on which you want to base the query statement, select the appropriate Operator, and enter the Value.

   When you create a complex query, use the parentheses to group query phrases, like an equation. Click the open parenthesis to start a group and the close parenthesis to end it.
4. Click Add. The query statement appears in the Filter Phrase box.
   - If you want to add more phrases to the query, select the appropriate Logical Operation conjunction and enter another criteria phrase. Repeat this step to complete the Filter Phrase.
5. When the Filter Phrase is completed, click Submit. The query results appear in the Query Results dialog box.



Tips

- The value 1 equals Yes, In, and Pass.
- The value 0 equals No, Out, and Fail.

- The (), AND, OR, and NOT buttons allow multiple phrases to be applied to the filter, such as (Type = Sale AND Date > January 1, 2006 AND Date < January 2, 2006). This query returns only transactions that were SALES on the date of January 1, 2006.
- Click Add to add the current selected Criteria to the Filter Phrase box.
- Click Clear Last to remove the last phrase added to the Filter Phrase box.
- Click Clear All to remove all phrases in the Filter Phrase box and start over.
- Save a query that you may want to use again by clicking Save Query. When you need to use the query again, click Load Query and you can select that query and recreate the complete Filter Phrase without re-entering it.

Examples

The “Common queries: Dispatch” table lists the applications, criteria, and results for common queries.

Application	Query Results	Criteria
Dispatch	Indicates the number of times that truck 97L00051 went to the fill stand after 8/25/2007.	[Request Type] = 'Fill Stand' AND [Vehicle ID] = '97L00051' AND [Date] > { ts '2007-08-25 23:59:59' }
Dispatch	Indicates dates greater than or equal to 10/01/2006 and less than or equal to 10/31/2006, with a response greater than 29 minutes.	[Date] >= { ts '2006-10-01 00:00:01' } AND [Date] <= { ts '2006-10-31 23:59:59' } AND [Response Time] > 29
Dispatch	Produces all KC135s for March and indicates the following: • Dates greater than or equal to 3/01/2006 and less than or equal to 3/31/2006. • Aircraft ID is not equal to t. • MDS is not equal to uh001n and the grade is equal to JP8, with the quantity not equal to 0 gallons. • MDS is not equal to SW4 and rt. • MDS is not equal to tankt and hemmit. • MDS is not equal to c026b, c130e, and c012f.	[Date] >= { ts '2006-03-01 00:00:00' } AND [Date] <= { ts '2006-03-31 23:59:59' } AND [Aircraft ID] <> 't' AND [MDS] <> 'uh001n' AND [Grade] = 'jp8' AND [Quantity] <> 0 AND [MDS] <> 'sw4' AND [MDS] <> 'rt' AND [MDS] <> 'tankt' AND [MDS] <> 'hemmit' AND [MDS] <> 'c026b' AND [MDS] <> 'c130e' AND [MDS] <> 'c012f'

Table 2-6: Common queries: Dispatch

Application	Query Results	Criteria
Equipment Status	Indicates all equipment that is in service with the grade of GUR.	[Grade] = 'GUR' AND [In Service] = 1
Equipment Status	Indicates a QC Due Date greater than or equal to 10/13/2007 for all Reg ID numbers that start with ANG.	[QC Due Date] >= { ts '2018-10-13 00:00:00' } AND [Reg ID] LIKE 'ANG%'
Equipment Status	Indicates all R-11 units that are in service or all R-12K units that are out of service.	[Type Name] = 'R-11' AND [In Service] = 1 OR [Type Name] = 'R-12K' AND [In Service] = 0
Maintenance	Indicates all vehicles that are in service on 1/9/2008.	[In Service] = 1 AND ([QC Due Date] >= { ts '2008-01-09 00:00:00' } AND [QC Due Date] <= { ts '2008-01-09 23:59:59' })
Maintenance	Indicates all out-of-service equipment with the QC Due Date greater than or equal to 6/1/2007.	[QC Due Date] >= { ts '2007-06-01 00:00:00' } AND [In Service] = 0
Personnel	Indicates all personnel who are either in the ANG or the Lab.	[Department] = 'ANG' OR [Department] = 'LAB'
Personnel	Indicates all personnel who are assigned to Distro as operators or all personnel assigned to storage.	[Department] = 'DISTRO' AND [Title] = 'Operator' OR [Department] = 'Storage'
Quality Control	Indicates all Lox Carts that have been sampled after 9/1/2007.	[Test Result Timestamp] > { ts '2007-09-01 23:59:59' } AND [Name] = 'Lox Cart'
Quality Control	Indicates all samples that have passed, which are greater than or equal to 8/1/2007 and less than or equal to 8/31/2007 .	[Test Result Timestamp] >= { ts '2007-08-01 23:59:59' } AND [Test Result Timestamp] <= { ts '2007-08-31 00:00:00' } AND [Passed] = 1
Quality Control	Indicates all samples that have passed for the Reg ID number 91L00022 and name Daily API.	[Passed] = 1 AND [Name] = 'Daily API' AND [Test Item] = '91L00022'
Quality Control	Indicates all Sample Numbers that start with 701 and the Test Item is equal to Shower.	[Sample Number] LIKE '701%' AND [Test Item] = 'Shower'
Quality Control	Indicates the following results: • Greater than or equal to 2/22/2007 and less than or equal to 2/28/2007. • Have passed and have not been retested. • Test item does not equal Shower. • Sample size does not equal 0. • Name is not equal to R11 refueler.	[Test Result Timestamp] >= { ts '2007-02-22 00:00:00' } AND [Test Result Timestamp] <= { ts '2007-02-28 23:59:59' } AND [Passed] = 1 AND [Is Retest] = 0 AND [Test Item] <> 'Shower' AND [Sample Size] <> 0 AND [Name] <> 'R11 Refueler'

Table 2-6: Common queries: Dispatch

Application	Query Results	Criteria
Training	Indicates all qualifications that are greater than 1/6/2008 and the first name is DESC.	[Date Of Qualification] > { ts '2008-01-06 23:59:59' } AND [First Name] = 'DESC'
Training	Indicates all persons who are due Self-Aid and Buddy Care training and the expiration date is greater than the current date.	[Training Item] = 'Self-Aid & Buddy Care' and [Date Of Expiration] > { ts '2008-01-07 23:59:59' }

Table 2-6: Common queries: Dispatch

File menu

Query Results File menu	Description
Save As	Saves the query results to a file.
Print	Runs the print function so you can print the query results to a printer connected to your computer or network.
Exit	Closes the Query Results window.

Table 2-7: File menu commands

Standard Reports

FuelsManager Defense has standard reports that you can run against your data. A report can be run by an administrator or by a user with rights to the application to which the report is associated. For example, if a report is associated with the Dispatch application, then users of the Dispatch application can run the report.

FuelsManager Defense defaults to a report setup that includes four reports associated with the Training application and nine reports associated with the Dispatch application. If needed, you can change these associations.

For more information about these reports, see the “Training Reports,” “Maintenance Reports,” and “Dispatch Reports” sections.

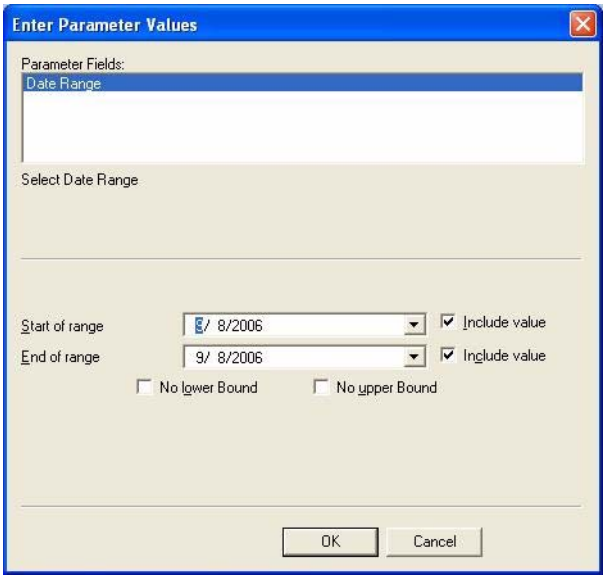
Associating reports with applications

To associate reports, you must be logged in as an administrator and no other applications should be open.

1. From the FuelsManager Defense main menu, click Configuration, and then click Associate Reports. The Associate Reports dialog box appears. The Module Associations list displays all applications and the reports that are associated with them.
2. Expand the lists by clicking the plus signs (+) to view the applications. The Disassociated Reports list displays any reports that are not associated with any application.
   - To add an association to a Disassociated Report, select the application name, the report name, and then click Append.
   - To change an association, find the report in the Module Associations list and click Remove. Select the report in the Disassociated Reports list, the new application in the Module Associations list, and then click Append.
3. Review the Module Associations list and verify that the report is associated with the appropriate application. For example, verify that a Dispatch report such as Common Request Items is not associated with Training reports.
4. Click OK. The system saves the report associations.

Running reports

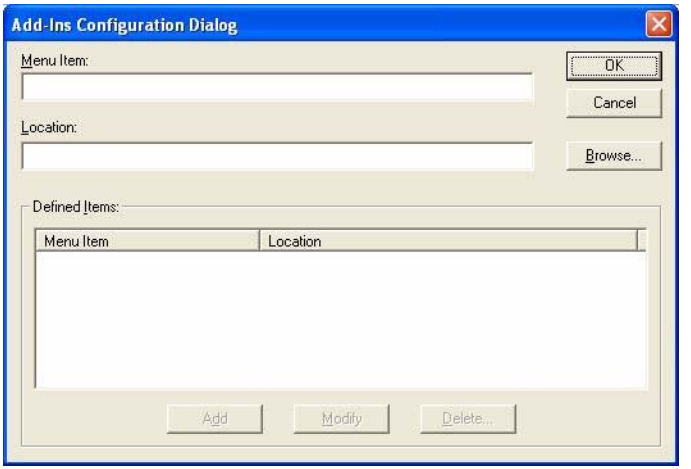
A report can be run from the application it is associated with. If you are an administrator, you can run any report from the main FuelsManager Defense menu without opening an application.



1. From the correct application, click the Reports menu, and then click the report name you want to run. The Enter Parameter Values dialog box appears.
2. Under Select Date Range, click the drop-down arrows to select a start date and an end date for the report.
3. Click OK. The applicable report appears. Do one of the following:
   - Click the Print icon to print the report.
   - Click the Export icon to export the report to another file format.

Add-In Shortcuts

Use the Add-Ins option to create shortcuts to launch other programs. Any program installed on your computer can be added to the Add-Ins menu. For example, you can create a shortcut to launch the backup command.



Configuring shortcuts

1. From the FuelsManager Defense window, click Add-Ins, and then click Configuration. The Add-Ins Configuration dialog appears.
2. Type the name of the executable in the Menu Item field. This is the text that appears in the Add-Ins submenu.
3. Click the Browse button, locate the executable, select it, and click Open. After the executable has been selected it appears in the Location field.

   For the backup command example, you locate backupdb.cmd in the C:\Program Files\FuelsManager\backupdb.cmd path.
4. Click the Add button. The executable appears in the Defined Items box.
5. Click OK. The executable appears in the Add-Ins submenu.

Launching applications

- From the FuelsManager Defense window, click Add-Ins, and then click the application you want to run. The program is started. If the program no longer exists on your computer or if it exists in a different drive or folder, the Add-In option does not work for that program.

Backup and Restore Database Files

This section explains how to backup and restore the FuelsManager Defense databases using Add-Ins shortcuts.

Backing up FuelsManager databases

Windows NT Administrators are the only users who have permission to perform this backup procedure. This procedure uses a shortcut to back up the three FuelsManager Defense database files.

1. Open the FuelsManager Defense Dispatch application.
2. From the FuelsManager Defense window, click Add-Ins, and then backup. A Command Prompt window opens and the backup command (backupdb.cmd) begins to run. The database size and speed of the computer determine how long the backup runs and how long this window remains open.

   For each backup, the system appends the new data to any existing backup files and places the files in the C:\Program Files\FuelsManager\Backups directory.

   If no previous backup files exist, the system creates new files and places them in the directory.
3. After the backup is completed, copy the backup files (consolidateddb.bak, accountingdb.bak, and aviationdb.bak) to permanent storage, such as CD.

Restoring FuelsManager databases

You can restore the databases from backups you have previously created. Important: Before you run the restore procedure, verify that the current backup files (consolidateddb.bak, accountingdb.bak, and aviationdb.bak) are located in the Backups folder, in this path: C:\Program Files\FuelsManager\Backups. This procedure uses a shortcut to restore the three FuelsManager Defense database files.

1. Open Windows Explorer and browse to the FuelsManager folder, in this path: C:\Program Files\FuelsManager folder.
2. Locate the restoredb.cmd file and double-click it. A Command Prompt window appears and the restore command begins to run.

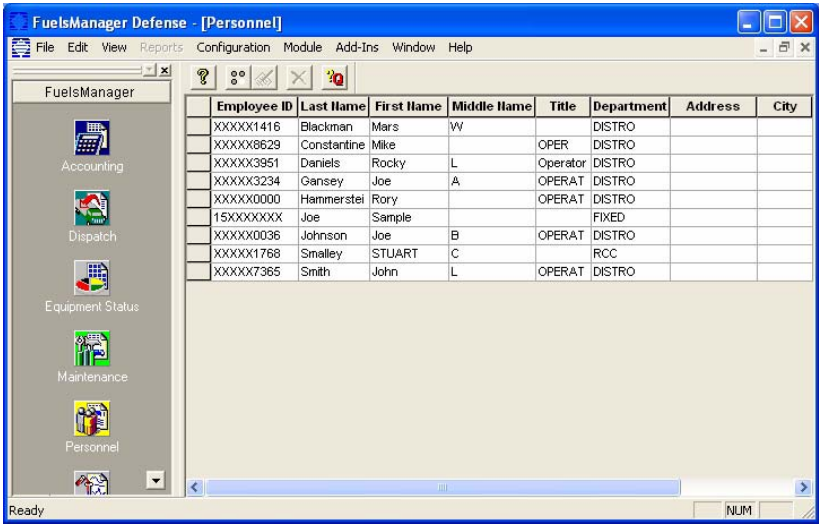
   Running the restore command overwrites any current data. If you are restoring data due to a system crash, contact the Help Desk in Atlanta at DSN 697-6733 or at the toll-free number 1-800-446-4950.

3 Personnel

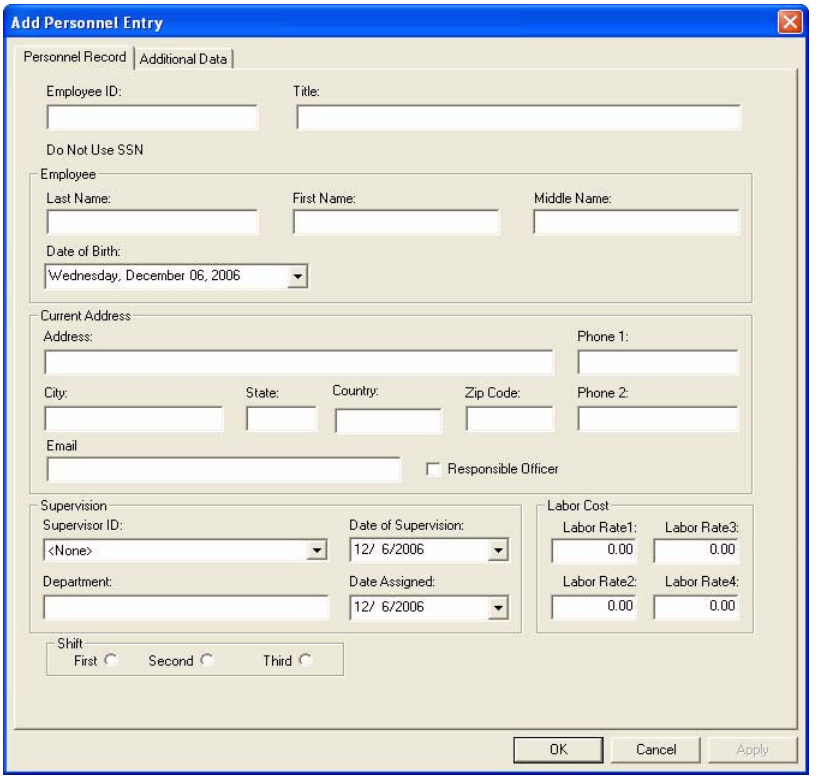
About Personnel

This section assumes that you belong to a FuelsManager Defense group that has view and modify rights for Personnel data.

Use the Personnel application to keep a database of all employees. This includes all fueling operators, dispatchers, accountants, and technicians. Other applications rely on the personnel records being complete and up to date. For example, to participate in training classes, staff members must have a personnel record stored in the database.


FuelsManager Defense - [Personnel]
File Edit View Reports Configuration Module Add-Ins Window Help
FuelsManager
Accounting
Dispatch
Equipment Status
Maintenance
Personnel
Employee ID | Last Name | First Name | Middle Name | Title | Department | Address | City
XXXXX1416 | Blackman | Mars | W | | DISTRO
XXXXX8629 | Constantine | Mike | | OPER | DISTRO
XXXXX3951 | Daniels | Rocky | L | Operator | DISTRO
XXXXX3234 | Gansey | Joe | A | OPERAT | DISTRO
XXXXX0000 | Hammerstei | Rory | | OPERAT | DISTRO
15XXXXXXX | Joe | Sample | | | FIXED
XXXXX0036 | Johnson | Joe | B | OPERAT | DISTRO
XXXXX1768 | Smalley | STUART | C | | RCC
XXXXX7365 | Smith | John | L | OPERAT | DISTRO
Ready
NUM

Personnel Records



Adding personnel records

1. From the FuelsManager Defense Personnel window, click Edit, and then click Add Personnel Record.
2. Enter the Employee ID (which must be a unique identifier) and Title. Do not use the employee's Social Security number.
3. Under Employee, enter the last, first, and middle names; then select the employee's Date of Birth.
4. Under Current Address, enter the employee's address, phone numbers, and email address. To prevent problems with disclosing personal information, use the site address or leave this blank.
5. Select the Responsible Officer check box if this employee is designated as a responsible officer. If selected, the employee is placed on the responsible officer list and receives the End of

Month (EOM) Report. For more information, see the "Web Accounting" section or see the "Configuring email for responsible officers" section.

6. Under Supervision, select the appropriate supervisor and the date of supervision; then enter the department and select the date that the employee was assigned to the department.
7. If needed, enter the rates for the Labor Cost (not a required entry).
8. Select the Shift.
9. Click the Additional Data tab and enter the data as necessary.
10. Click the drop-down arrow next to Designation and select the personnel designation. Options include Officer, Enlisted, Contractor, and Foreign.
11. Enter the Speciality, which is the employee's area of expertise.
12. As needed, enter additional data about the employee.
13. Click Apply. Repeat these steps to enter another record.
14. Click OK. The system saves the record in the database.

Editing personnel records

1. From the FuelsManager Defense Personnel window, select the personnel record you want to edit.
2. Click Edit, and then click Edit Personnel Record. You can also open a record by double-clicking it.
3. As needed, edit the employee's record and any additional data associated with that employee.

   Note You cannot change an Employee ID after the employee's record has been added to the database.
4. Click OK. The system updates the record in the database.

Deleting personnel records

1. From the FuelsManager Defense Personnel window, select the record you want to delete.
2. Click Edit, and then click Delete Personnel Record.
3. Click Yes. The deletes the record from the database.

   You can also delete a record by selecting it in the grid window and pressing the Delete key.

Configuring email for responsible officers

1. Log on to FuelsManager Defense as a User with modify Personnel privileges or as the Administrator.
2. Open the Personnel application.
3. If there are no Personnel in the grid, click Edit, and then click Add Personnel Record. For more information, see the “Personnel” section. In addition, create a Personnel Entry for DESC, so that DESC personnel will receive the EOM Report. This email address is descfii.reports@dla.mil.
4. On the Add Personnel Entry dialog box, make sure an email address is entered and that the Responsible Officer check box is selected.
5. Click the Additional Data tab and enter or change any of the data as necessary.
6. Click Apply, and then click OK.
7. In the Personnel grid, double-click the names of the individuals who need to receive the EOM Report. The Edit Personnel Entry dialog box appears.
8. Make sure an email address is entered and the Responsible Officer check box is selected.

   The EOM Report is sent to any personnel who meet these conditions: an email address is configured in the Personnel application and the Responsible Officer check box is selected.

Personnel Grid Window

Field	Description
Employee ID	Employee’s unique identification number.
Last Name	Employee’s last name.
First Name	Employee’s first name.
Middle Name	Employee’s middle name.
Title	Employee’s title.
Department	Department to which the employee is assigned.

Table 3-1: Personnel grid window fields

Field	Description
Address	Employee's street address.
City	Employee's city.
State	Employee's state.
Zip Code	Employee's zip code or postal code.
Phone 1	Employee's primary phone number.
Phone 2	Any secondary phone number, such as a cell phone.
Email	Employee's email address.
Designation	Employee's personnel designation. Available when you add or edit a personnel record. Click the drop-down arrow to display the list of choices.
Specialty	Indicates the employee's Military Occupation Specialty (MOS), according to the Branch of Service. **Air Force** Uses AFSC Air Force Speciality Codes, which are alphanumeric codes that identify an Air Force Specialty. Officer codes include four characters and enlisted personnel have five characters. **Navy** Uses Naval Ratings, designators that describe an officer's profession, and the Navy Enlisted Classification System (NEC). **Army** Uses the US Army Military Occupational Specialty (MOS), which is system of categorizing career fields. **Marine Corps** Uses a system of jobs organized into occupational fields.
Userdata 3-24	Free-form fields that you can use to store any other type of data.

Table 3-1: Personnel grid window fields

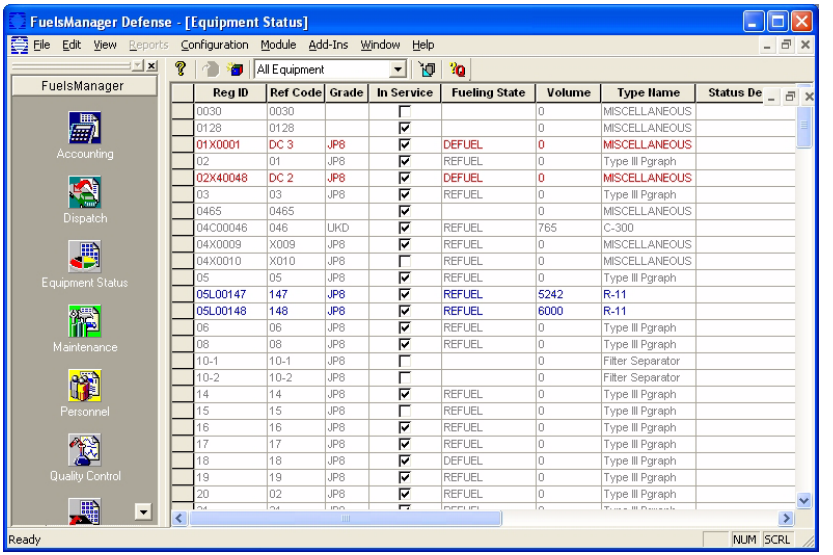
Personnel Menu Items and Shortcuts

Menu	Command	Shortcut	Description
Edit	Add Personnel Record		Opens the Add Personnel Entry dialog box so you can add a personnel record to the database.
Edit	Edit Personnel Record		Opens the Edit Personnel Entry dialog box for the selected personnel record so you can edit or update the data.
Edit	Delete Personnel Record		Deletes the selected personnel record from the grid and from the database.
N/A	Query		Opens the Query tool to query Personnel data.

Table 3-2: Personnel menu items and shortcuts

4 Equipment Status

About Equipment Status


FuelsManager Defense - [Equipment Status]
File Edit View Reports Configuration Module Add-Ins Window Help
All Equipment
FuelsManager
Accounting
Dispatch
Equipment Status
Maintenance
Personnel
Quality Control
Reg ID Ref Code Grade In Service Fueling State Volume Type Name Status De
0030 0030 MISCELLANEOUS
0128 0128 MISCELLANEOUS
01X0001 DC 3 JP8 DEFUEL 0 MISCELLANEOUS
02 01 JP8 REFUEL 0 Type III Pgraph
02X40048 DC 2 JP8 DEFUEL 0 MISCELLANEOUS
03 03 JP8 REFUEL 0 Type III Pgraph
0465 0465 0 MISCELLANEOUS
04C00046 046 UKD REFUEL 765 C-300
04X0009 X009 JP8 REFUEL 0 MISCELLANEOUS
04X0010 X010 JP8 REFUEL 0 MISCELLANEOUS
05 05 JP8 REFUEL 0 Type III Pgraph
05L00147 147 JP8 REFUEL 5242 R-11
05L00148 148 JP8 REFUEL 6000 R-11
06 06 JP8 REFUEL 0 Type III Pgraph
08 08 JP8 REFUEL 0 Type III Pgraph
10-1 10-1 JP8 0 Filter Separator
10-2 10-2 JP8 0 Filter Separator
14 14 JP8 REFUEL 0 Type III Pgraph
15 15 JP8 REFUEL 0 Type III Pgraph
16 16 JP8 REFUEL 0 Type III Pgraph
17 17 JP8 REFUEL 0 Type III Pgraph
18 18 JP8 DEFUEL 0 Type III Pgraph
19 19 JP8 REFUEL 0 Type III Pgraph
20 02 JP8 REFUEL 0 Type III Pgraph
Ready
NUM SCRL

This section assumes that you belong to a FuelsManager Defense group that has view and modify rights for Equipment data.

Use the FuelsManager Defense Equipment Status application to create and maintain vehicles and equipment used to support the fueling service. You can also use this application to keep track of all your trucks, pumps, and hydrants. The equipment you maintain in the Equipment Status can also be used in other applications such as Maintenance, Quality Control, and Dispatch.

The Equipment Status application is also the central repository where you can view the status (including maintenance and quality control issues) of every piece of equipment in your database.

The Equipment Status application has two major elements:

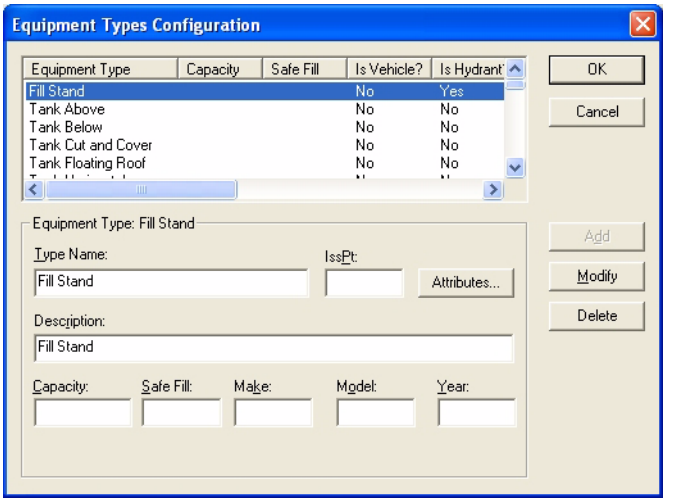
- Equipment Types
- Status Records

Equipment Types designate a line of equipment. You can set up an equipment type for a specific make and model of truck, or for any group of devices that uses the same statistical data.

Status Records store data that applies to specific pieces of equipment (or vehicles). The record also maintains and tracks the status of that equipment. The status record appears in the Equipment Status grid.

Equipment Types

Equipment Types are groups of similar or identical equipment pieces that are used for one purpose. For more information, see the “Standard Equipment Types” section.



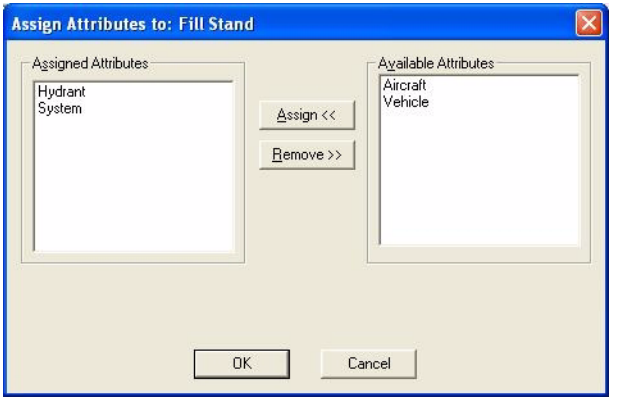
Equipment type attributes

Some equipment types require that you assign certain attributes to them. These attributes define a piece of equipment in the system. There are three types of attributes: hydrant, which dispense fuels; vehicle, which represents a vehicle; and system, which cannot be used to dispense fuel. Miscellaneous equipment types such as a radio do not need attributes assigned to them. Note that the aircraft attribute is not used in the Equipment Types configuration. The table below describes the equipment type attributes.

Sample Equipment Types	Hydrant Attribute	Vehicle Attribute	System Attribute
Refueler	Yes	Yes	No
Hydrant	Yes	No	No
GP Pickup	No	Yes	No
Fill Stand	Yes	No	Yes
Tank	No	No	Yes
Pipeline	No	No	Yes

Table 4-1: Equipment type attributes

Adding equipment types



1. From the FuelsManager Defense Equipment Status window, click Edit, and then click Add Equipment Type. The Equipment Types Configuration dialog box appears.
2. Under Equipment Type, enter the Type Name.
3. Click Attributes. The Assign Attributes dialog box appears.
4. From the Available Attributes list, select one or more attributes, click Assign, and then click OK.
5. Enter a description of the equipment type.
6. Enter the Capacity, Safe Fill, Make, Model, and Year for vehicles to assign to this equipment type. Use these fields only if the data is consistent throughout all the equipment pieces of the type.
7. Click Add, and then click OK.

Editing equipment types

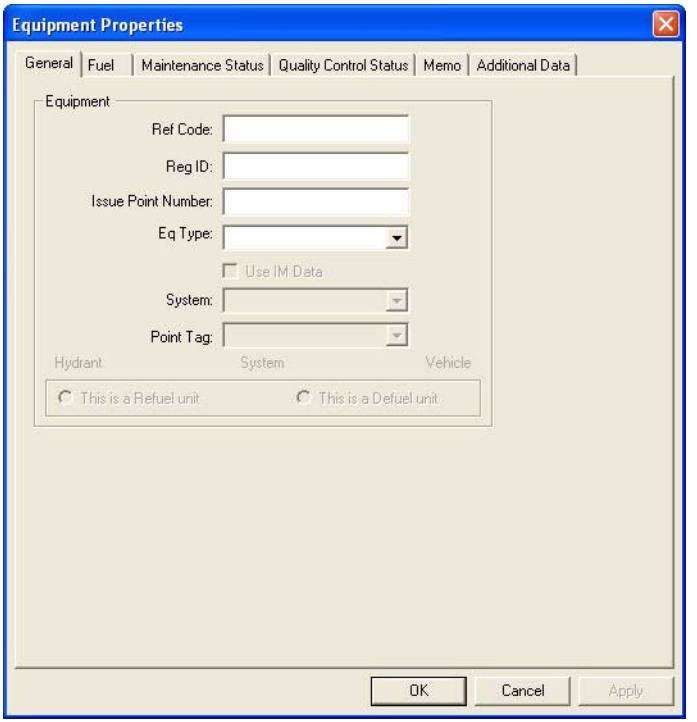
1. From the FuelsManager Defense Equipment Status window, click Edit, and then click Add Equipment Type. The Equipment Types Configuration dialog box appears.
2. Select the equipment type.
3. As needed, change the data fields or attributes.
4. Click Modify, and then click OK.

Deleting equipment types

1. From the FuelsManager Defense Equipment Status window, click Edit, and then click Add Equipment Type. The Equipment Types Configuration dialog box appears.
2. Select the equipment type. You cannot delete an equipment type that is in use.
3. Press the Delete key. A message prompt appears.
4. Click Yes, and then click OK.

Status Records

After you set up the equipment types, you can add status records using those equipment types. These status records represent the individual equipment pieces and appear in the Equipment Status grid.



Adding status records

1. From the FuelsManager Defense Equipment Status window, click Edit, and then click Add Status Record. The Equipment Properties dialog box appears.
2. Enter the Ref Code, Reg ID, and Issue Point Number.
3. Click the drop-down arrow to select the equipment type. The system enters the defaults set by the equipment type's settings and attributes.
4. Select the Use IM Data check box if you use FuelsManager Inventory Management and this item is not a hydrant vehicle.
5. Click the drop-down arrows to select the System and Point Tag.
6. If available, set whether this is a refuel or defuel unit.
7. Click the Fuel tab and enter the Volume.
8. If needed, select the Fuel Additive Flag. This option designates a truck, hydrant, or aircraft that requires a fuel additive. For

example, this can be either a +100 vehicle or a vehicle that requires +100 fuel service.

9. Click Set Product and select the product that this piece of equipment uses, and then click OK.
10. Click the Maintenance Status tab and enter the maintenance settings. These settings correspond to the equipment's data in the Maintenance application.
11. Click the Quality Control Status tab and enter the initial QC Due Date.
12. Click the Memo tab to enter a Status Board memo for the equipment. Click Status Board, type the memo, and click Show All.
13. Click the Additional Data tab and enter the data as necessary.
14. Enter the Facility ID, Attached to Facility ID, and DLA Equipment ID.
15. Click the drop-down arrow next to Real/Personal List Property and select the property designation. Options include Real and Personal.
16. Enter the Real Property Record ID, Attached to Real Property, and Sustaining Activity settings.
17. Click the drop-down arrows next to IMP Eligible and Cathodic Protection and select the appropriate designations. Options include Yes and No.
18. As needed, enter additional data for the status record.
19. Click Apply. Repeat these steps to add a new status record.
20. Click OK. The system adds the new status record to the database and to the Equipment Status grid.

Editing status records

1. From the FuelsManager Defense Equipment Status window, select the equipment record you want to modify.
2. Click Edit, and then click Status Record.
3. As needed, click the tabs and change the data. If you change the Equipment Type, some of the controls and defaults update to match the new equipment type selection.
4. Click OK. The system updates the status record in the database.

Deleting status records

1. From the FuelsManager Defense Equipment Status window, select the equipment record you want to delete.
2. Press Delete. A message prompt that lists the Reference Code and the Registration ID appears.
3. Click Yes. The system deletes the status record from the database.

Showing and hiding deleted records

You can set your Equipment Status grid to show records you have deleted.

1. From the Equipment Status application, click View. A check mark appears next to either Hide Deleted Records or Show Deleted Records.
2. Select Show Deleted Records to set the grid to show records that you have deleted. Select Hide Deleted Records to set the grid to hide any deleted records.

Equipment Status Grid Window

Field	Description
Reg ID	Registration ID for the equipment piece. This must be unique to this record.
Ref Code	Reference code for the equipment piece. This must be unique to this record.
Grade	The three-digit product grade used.
In Service	Displays the equipment service status: in service (selected), or out of service (cleared).
Fueling State	Displays what the equipment is used for (refueling or defueling).
Volume	Indicates the current volume contained.
Type Name	The equipment piece's assigned equipment type.
Status Description	Contains information from the Maintenance application concerning its service status.

Table 4-2: Equipment status grid window

Field	Description
Return to Service Date	Displays the projected return to service date.
QC Due Date	Displays the next quality control due date.
Fuel Additive Flag	This option designates a truck, hydrant, or aircraft that requires a fuel additive. For example, this can be either a +100 vehicle or a vehicle that requires +100 fuel service.
Facility ID	Identifies the facility where the equipment is stored.
Attached to Facility ID	Identifies the equipment attached to another piece of equipment or to a facility.
DLA Equipment ID	Identifies the equipment ID for the DLA.
Real/Personal List Property	Indicates the equipment property type, for example, real or personal. Available when you add or edit a status record. Click the drop-down arrow to display the list of choices.
Real Property Record ID	Identifies the record for the real property equipment types.
Attached to Real Property	Indicates whether the equipment is attached to real property.
Sustaining Activity	Indicates the activity maintaining the property or equipment.
IMP Eligible	Indicates whether the equipment is IMP eligible, for example, yes or no. Click the drop-down arrow to display the list of choices.
Cathodic Protection	Indicates whether the equipment includes cathodic protection, for example, yes or no. Click the drop-down arrow to display the list of choices.
Userdata 10-24	Free-form fields that you can use to store any other type of data.

Table 4-2: Equipment status grid window

Color codes

Row Color	Description
Blue	In-service units used for refueling operations.
Black	In-service units not used for fueling operations.
Gray	Out-of-service refuel or defuel units. Refueling and Defueling units that are overdue for QC sampling also appear in gray.
Red	In-service units used for defueling operations.

Table 4-3: Equipment color codes

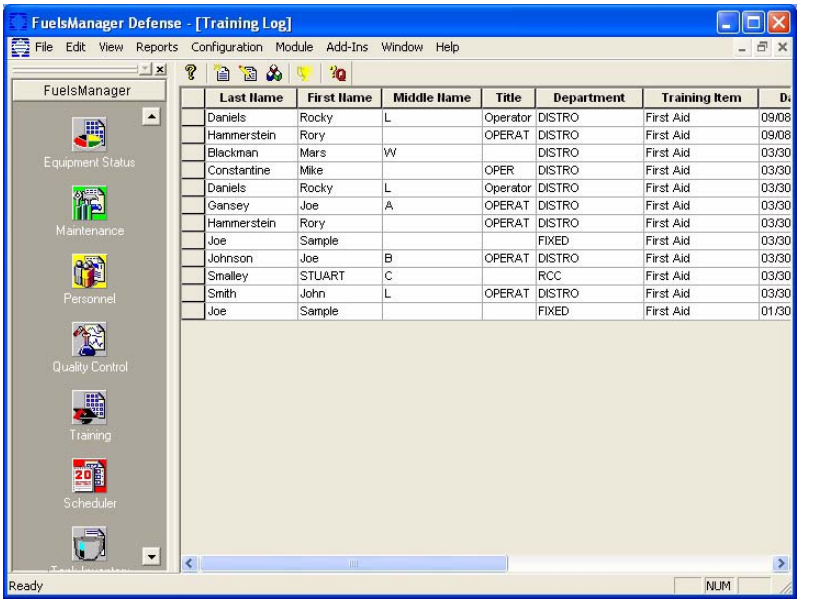
Equipment Status Menu Items and Shortcuts

Menu	Command	Shortcut	Description
Edit	Modify Status Record		Opens the selected status record in the Equipment Properties dialog box so you can view or edit it.
Edit	Add Status Record		Opens an empty Equipment Properties box so you can enter a new status record.
Edit	Add Equipment Type		Opens the Equipment Types Configuration dialog box so you can add, modify, or delete equipment types.
Show	All Equipment		Sets the Equipment Status grid to display all equipment types.
N/A	N/A		Opens Query utility. Query is not available from the menu.

Table 4-4: Equipment status menu items and shortcuts

5 Training

About Training


FuelsManager Defense - [Training Log]
File Edit View Reports Configuration Module Add-Ins Window Help
FuelsManager
Equipment Status
Maintenance
Personnel
Quality Control
Training
Scheduler
Last Name | First Name | Middle Name | Title | Department | Training Item
Daniels | Rocky | L | Operator | DISTRO | First Aid | 09/08
Hammerstein | Rory | | OPERAT | DISTRO | First Aid | 09/08
Blackman | Mars | W | | DISTRO | First Aid | 03/30
Constantine | Mike | | OPER | DISTRO | First Aid | 03/30
Daniels | Rocky | L | Operator | DISTRO | First Aid | 03/30
Gansey | Joe | A | OPERAT | DISTRO | First Aid | 03/30
Hammerstein | Rory | | OPERAT | DISTRO | First Aid | 03/30
Joe | Sample | | | FIXED | First Aid | 03/30
Johnson | Joe | B | OPERAT | DISTRO | First Aid | 03/30
Smalley | STUART | C | | RCC | First Aid | 03/30
Smith | John | L | OPERAT | DISTRO | First Aid | 03/30
Joe | Sample | | | FIXED | First Aid | 01/30
Ready
NUM

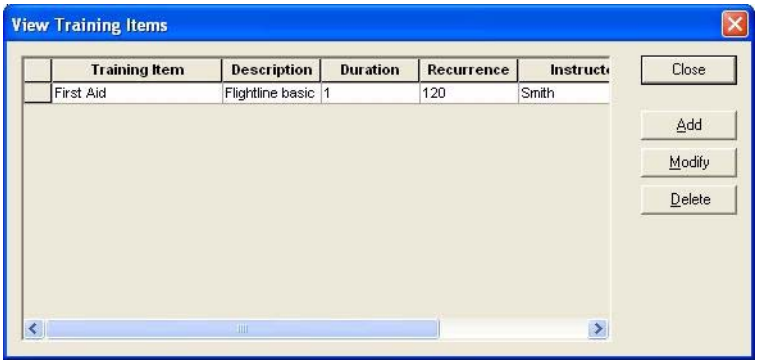
This section assumes that you belong to a FuelsManager Defense group that has view and modify rights for Training data.

Use the Training application to create training items (qualifications) that you can require your staff to complete before they are assigned to equipment. You can also assign attendees to specific training items, indicate course completion, and associate training items with equipment. Using the Training application can include one or more of the following tasks:

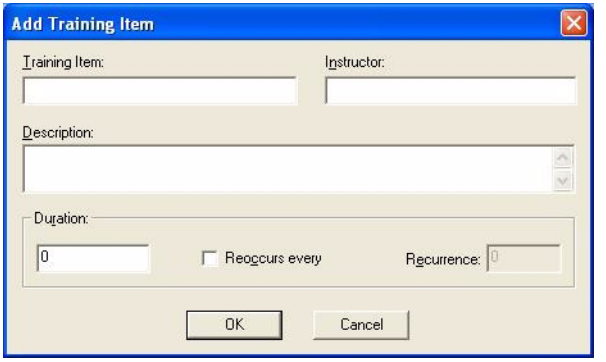
- Create training items to represent the training courses that you offer.
- Assign those training items to equipment types.
- Require personnel using that equipment type to take the training course before they are assigned as an operator of that equipment.
- Grant personnel who have completed the courses the qualifications and assign them to the appropriate equipment.

Training Items

Training items are the first part of the training application that you must enter. You can create training items for any required skill. For example, if your operators need training on defueling, refueling, and first aid, create a training item for each of those subjects.



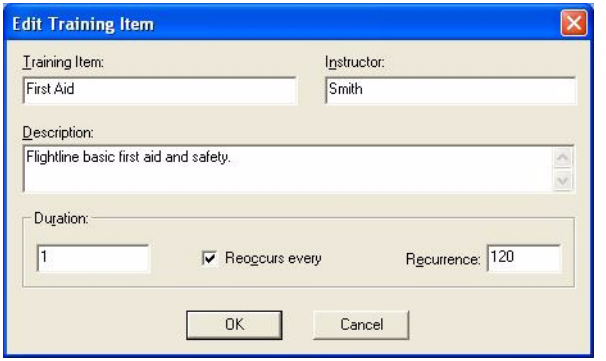
Adding training items



1. From the FuelsManager Defense Training window, click Edit, and then click Training Items. The View Training Items dialog box appears.
2. Click Add.
3. Enter the Training Item, Instructor, and Description of the training course.
4. Under Duration, enter the duration of the class (in days).

5. Select the Reoccurs Every check box and enter the number of days you want to pass before the course starts again in the Recurrence field.
6. Click OK, and then click Close.

Editing training items

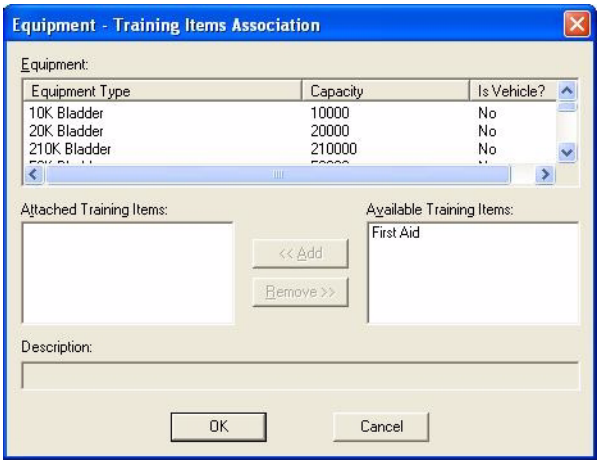


1. From the FuelsManager Defense Training window, click Edit, and then click Training Items. The View Training Items dialog box appears.
2. Select the training item and click Modify. The Edit Training Item dialog box appears.
3. As needed, change the available data.
4. Click OK, and then click Close.

Deleting training items

1. From the FuelsManager Defense Training window, click Edit, and then click Training Items. The View Training Items dialog box appears.
2. Select the training item and click Delete. A message prompt appears.
3. Click OK, and then click Close.

Training Requirements



Viewing training requirements for an equipment type

1. From the FuelsManager Defense Training window, click Edit, and then click Training Requirements. The Equipment – Training Items Association dialog box appears.
2. Under Equipment, select the equipment type that you want to view. The requirements appear in the Attached Training Items list. If that list is empty, then no requirements have been set for that equipment type.

Adding training requirements

1. From the FuelsManager Defense Training window, click Edit, and then click Training Requirements. The Equipment – Training Items Association dialog box appears.
2. Under Equipment, select the equipment type to which to assign the requirement.
3. Under Available Training Items, select the training item and click Add. The training item moves to the Attached Training Items list. You can select multiple items in the Available Training Items list by holding the Ctrl key down while selecting additional items.
4. Click OK.

Removing training requirements

1. From the FuelsManager Defense Training window, click Edit, and then click Training Requirements. The Equipment – Training Items Association dialog box appears.
2. Under Equipment, select the equipment type.
3. Under Attached Training Items, select the item you want to remove and click Remove.
4. Click OK.

Qualifying Personnel

As personnel complete training courses, you can grant them qualifications so that they can be assigned to the equipment.

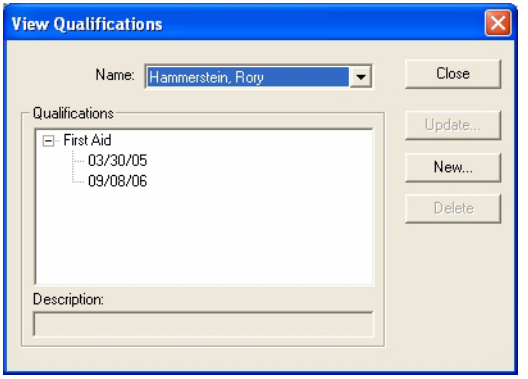
You can grant qualifications by opening an individual's training qualifications and adding or updating them. You can also use the Course Completion dialog box to grant a qualification to a large number of people.

You can use the individual's training qualifications when you are training just one person or a small number of people. It is also useful when you are granting a single person multiple training courses at one time.

Use the Course Completion after you finish a training session and need to grant multiple people the same qualifications.

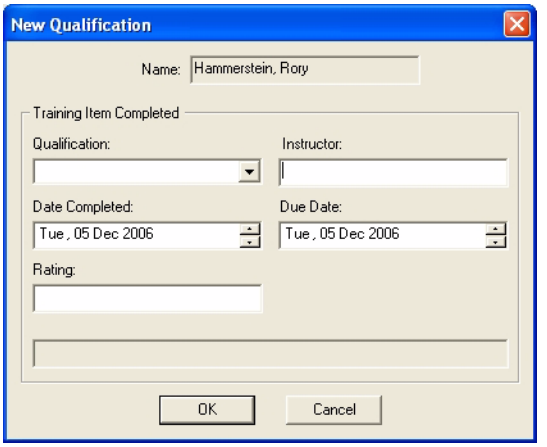
Training qualifications

You can view, update, or delete an individual's training qualifications.



Adding new qualifications

You can add a new qualification to individuals who successfully complete a required course. If the students already have the qualification but it is outdated, you must update their qualifications instead of adding a new one.

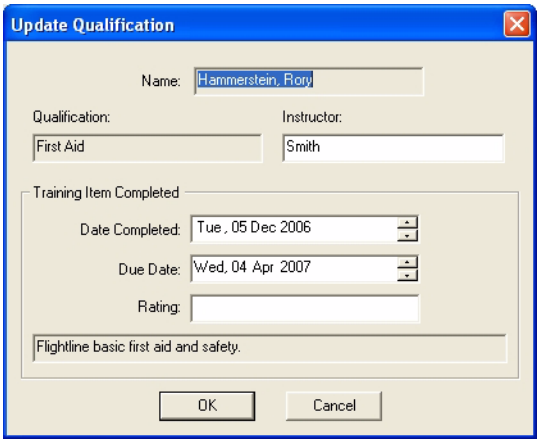


1. From the FuelsManager Defense Training window, click Edit, and then click Training Qualifications. The View Qualifications dialog box appears.

2. Click the drop-down arrow to select the student's name, and then click New.
3. Under Training Item Completed, select the Qualification and the Instructor.
4. Set the Date Completed and the Due Date for when the training is next due. If the training item is not set as recurring, the due date is not available.
5. Type the Rating (for example, Complete or Incomplete).
6. Click OK, and then click Close.

Updating qualifications

You can update a qualification for an individual who has renewed their training for a particular item.



1. From the FuelsManager Defense Training window, click Edit, and then click Training Qualifications.
2. Click the drop-down arrow to select the student's name.
3. Select the qualification in the list (not the date) and click Update. The Update Qualifications dialog box appears.
4. If needed, change the Instructor.
5. Under Training Item Completed, set the Date Completed. The Due Date for when the training is next due is set by default. If the training item is not set as recurring, the due date is not available
6. If needed, type the Rating (for example, Complete or Incomplete).

7. Click OK, and then click Close.

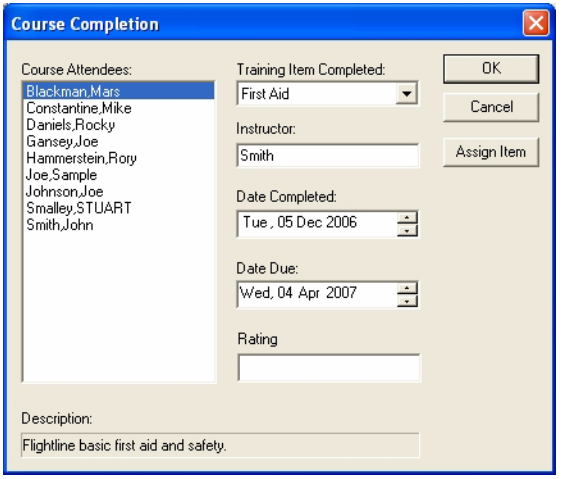
Deleting qualifications

1. From the FuelsManager Defense Training window, click Edit, and then click Training Qualifications.
2. Click the drop-down arrow to select the student's name.
3. In the Qualifications list, find the training item and select the date of the training that you want to delete.
4. Click Delete. A message prompt appears.
5. Click OK, and then click Close.

Note You can also delete a qualification from the grid window by selecting the qualification and pressing the Delete key.

Entering course completions

You can use the Course Completion option to grant a training item qualification to single or multiple individuals.



1. From the FuelsManager Defense Training window, click Edit, and then click Course Completion. The Course Completion dialog box appears.
2. Under Course Attendees, click the drop-down arrow to select the first student's name.

3. If needed, press the Ctrl key and select the remaining students who completed the course.
4. Select the Training Item Completed.
5. If needed, change the Instructor.
6. Set the Date Completed and the Due Date for when the training is next due. If the training item is not set as recurring, the due date is not available.
7. Type the Rating (for example, Complete or Incomplete).
8. Click Assign Item. Repeat these steps to record completion of additional items.
9. Click OK.

Training Grid Window

Field	Description
Last Name	Last name of the student who received the training.
First Name	First name of the student who received the training.
Middle Name	Middle name of the student who received the training.
Title	The title of the training item.
Department	The department to which the student is assigned.
Training Item	Training item for the course.
Date of Qualification	Date the course was given.
Date of Expiration	Date the training course expires and training is next due.
Instructor	Name of the instructor.
Rating	The rating the student received as a result of the training, such as Complete or Incomplete.
Training ID	The number that identifies the training item.

Table 5-1: Training grid window

Training Reports

The table below describes the standard Training reports.

Report	Description
Training All	Compiles a list of all personnel, training received, current date, and the training due date.
Training by Type	Compiles a report based on a specific Training Item. Examples: M16, Three Phase Security.
Training Completed	Compiles a report that lists the training completed on certain dates, based on values that you select.
Training Due	Compiles a report of all training during a period of time.

Table 5-2: Training reports

For instructions on generating reports, see the “Running reports” section in FuelsManager Defense Basics.

Training Menu Items and Shortcuts

Menu	Command	Shortcut	Description
Edit	Training Items		Opens the View Training Items dialog box so you can add, modify, or delete training items.
Edit	Training Qualifications		Opens the View Qualifications dialog box so you can view, add, update, and delete training qualifications.
Edit	Training Requirements		Opens the Equipment – Training Items Association dialog box so you can attach training items to equipment.
Edit	Course Completion		Opens the Course Completion dialog box so you can grant multiple people their training qualifications at once.
N/A	Query		Opens the Query dialog box so you can query Training data.

Table 5-3: Training menu items and shortcuts

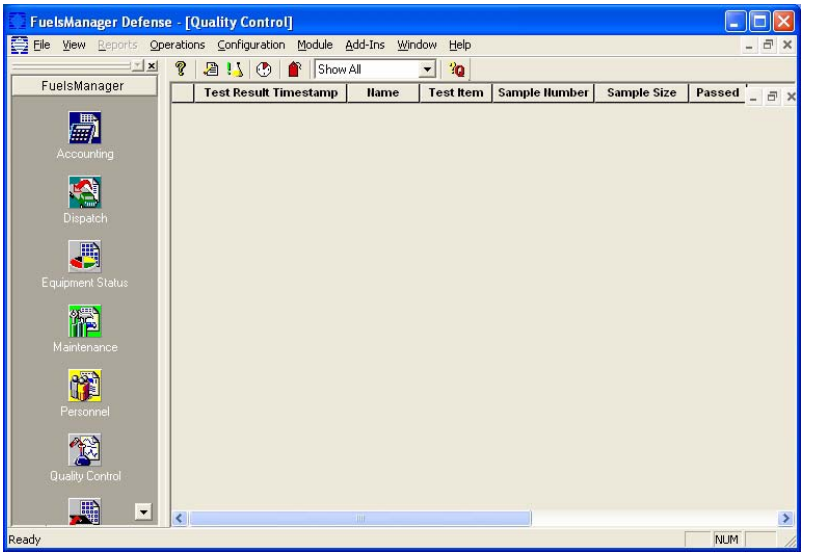
6 Quality Control

About Quality Control

This section assumes that you belong to a FuelsManager Defense group that has view and modify rights for Quality Control data.

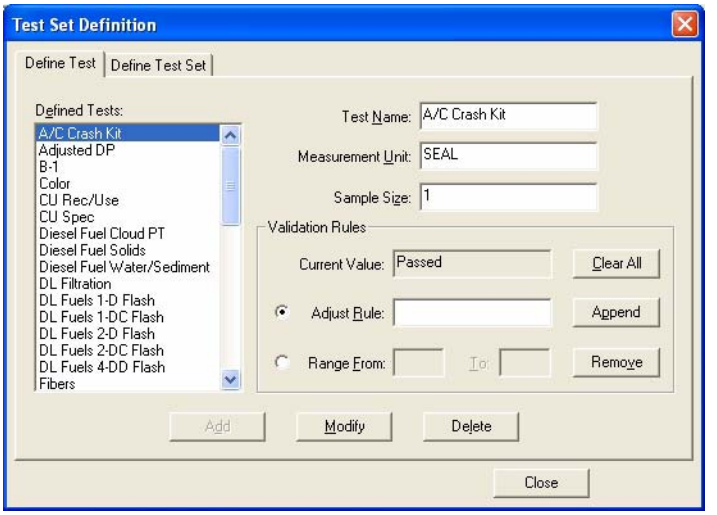
Use the FuelsManager Defense Quality Control application to set up a database of tests and test sets. You can schedule those sets using the Scheduler and enter results when the QC Due Dates for equipment items are due.

You can also maintain quality tags, which include a system-assigned tag number, to flag equipment issues and bring them to the dispatchers' attention.



Tests and Test Sets

Defining tests



1. From the FuelsManager Defense Quality Control window, click Operations, and then click Define Test/Test Set. The Test Set Definition dialog box appears.
2. In the Defined Tests list, select a predefined test on which to base your new test. You can also create a new test set with different data.
3. Enter the Test Name, the Measurement Unit, and the Sample Size. If data from previous entries appear in these fields, you can delete it and enter the new information.
4. Under Validation Rules, click Clear All. The Current Value field is now blank.
5. Select Adjust Rule, type the text answer (for example, “Yes” or “Complete”), and click Append. Place commas (without spaces) between acceptable rules if you enter more than one (A1,A2,A3).

   All values in the Validation Rules are considered “passing” values. Avoid adding words or entries that imply a result of a failed test, such as “Fail,” “No,” “N,” “F,” and the like.
6. Select Range From and type the beginning and ending range of numbers or letters for the test. Repeat this step if you want the test to accept multiple rules or ranges.

7. Click Add. The system adds the Test Name to the Defined Tests list and updates the database.
8. Click Close.

When you add Test Results, the entered measurement must match the predefined Current Value under the Validation Rules on the Test Set Definition so that the test passes and does not fail. For more information, see the “Entering test set results” section.

Editing tests

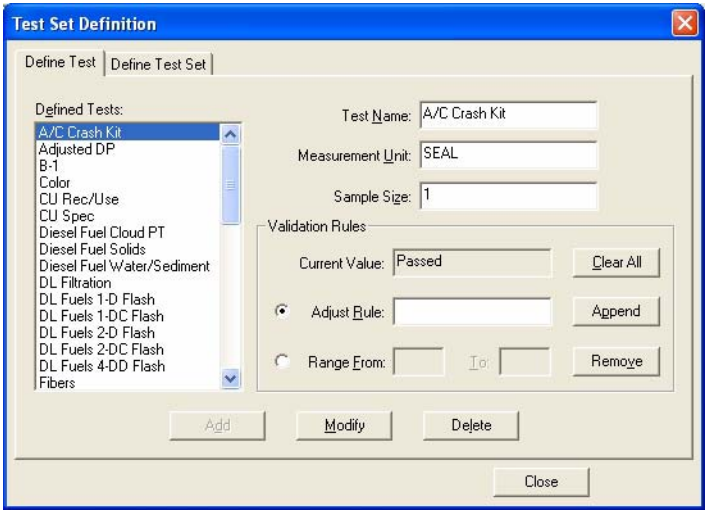
1. From the FuelsManager Defense Quality Control window, click Operations, and then click Define Test/Test Set. The Test Set Definition dialog box appears.
2. In the Defined Tests list, select the test to edit.
3. If needed, change the Test Name, Measurement Unit, or Sample Size.
4. If needed, click Clear All. The Current Value field is now blank and you can re-enter the validation rules.
5. If needed, remove a rule by entering the rule as it exactly appears in the Current Value field, and click Remove.
6. If needed, select either Adjust Rule or Range From, enter the necessary data, and click Append. The rule appears in the Current Value field.
7. Click Modify. A message prompt appears.
8. Click OK, and then click Close. The system updates the database with your changes.

Deleting tests

If the test is assigned under a test set, you need to remove it from the test set before you can delete it.

1. From the FuelsManager Defense Quality Control window, click Operations, and then click Define Test/Test Set. The Test Set Definition dialog box appears.
2. In the Defined Tests list, select the test to delete.
3. Click Delete. A message prompt appears.
4. Click Yes, and then click Close. The system deletes the test from the database.

Defining test sets



1. From the FuelsManager Defense Quality Control window, click Operations, and then click Define Test/Test Set. The Test Set Definition dialog box appears.
2. Click the Define Test Set tab.
3. Enter the Test Set Name and click Add. The system adds the Test Set Name to the database.
4. In the Defined Sets list, select the new Test Set.
5. In the Unassigned Tests list, select the tests you want to include in the Test Set. Press the Ctrl key to select multiple tests.
6. Click Assign. The system assigns the selected tests to the set and updates the database.
7. Click Close.

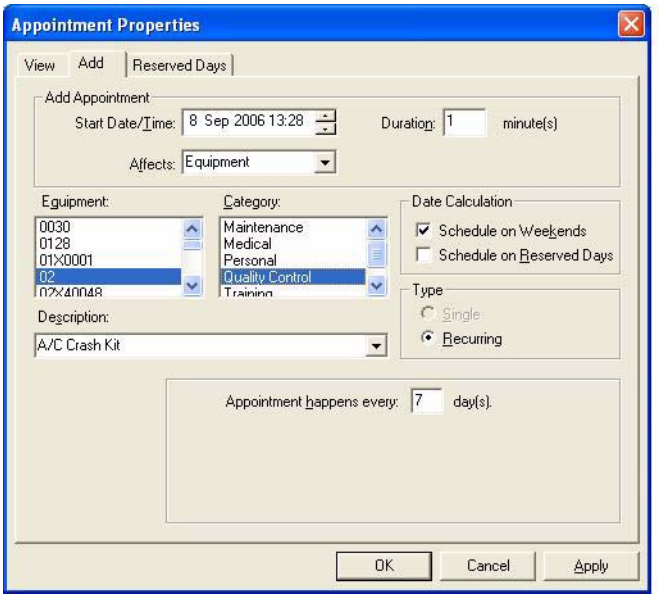
Editing test sets

1. From the FuelsManager Defense Quality Control window, click Operations, and then click Define Test/Test Set. The Test Set Definition dialog box appears.
2. Click the Define Test Set tab.
3. Under Defined Sets, select the test set that you want to modify.
4. If needed, change the Test Set Name.

5. Under Assign Tests to Test Set, select one of the following:
   - To clear all test assignments, click Clear All.
   - To clear one test assignment, select the test set's test in the Defined Sets list and click Unassign.
   - To assign an additional test, select the Unassigned Test and click Assign.
6. If needed, click Delete. A message prompt appears.
7. Click Yes, and then click Close.

QC Appointments in the Scheduler

After setting up your tests and test sets, enter appointments for each set in the Scheduler application. You can set up each test set as a recurring appointment for each piece of equipment. For example, for a refueling truck, you can create a weekly appointment for your weekly QC tests, a monthly appointment for your monthly QC tests, and a yearly appointment for your yearly tests. For more information about using the Scheduler application, see the "Scheduler" section.



Adding appointments for equipment

1. From the FuelsManager Defense Quality Control window, click Module, and then click Scheduler. The Appointment Properties dialog box appears.
2. Click the Add tab.
3. Under Add Appointment, select the Start Date/Time and enter the Duration in minutes (1–1440).

   Note The start date must be before the next QC Due Date occurs.
4. In the Affects list, select Equipment.
5. In the Equipment list, select the Equipment ID. Press either the Shift key or the Ctrl key to select multiple pieces of equipment.
6. In the Category list, select Quality Control.
7. Type a short Description of the appointment.
8. Under Date Calculation, select Schedule on Weekends to schedule the appointment for a weekend date. Select Schedule on Reserved Days to schedule the appointments to fall on the Reserved Days.

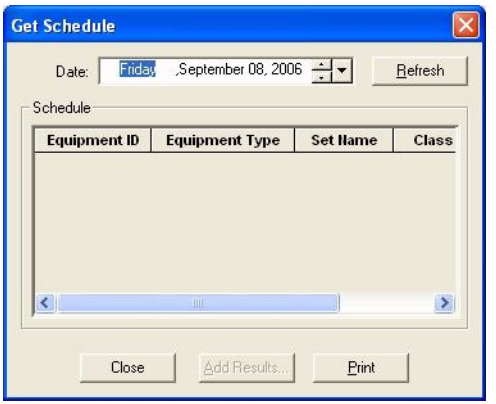
   Not selecting these items results in the appointment being scheduled for the day before the weekend or Reserved Day. For more information on Reserved Days, see the “Scheduler” section.
9. Under Type, leave the default Recurring option. When entering appointments for Quality Control, the recurring period is set to daily and cannot be changed.
10. Enter the number of days you want the appointment to recur. For example, enter 7 days for a weekly appointment or 30 days for a monthly appointment.
11. Click Apply. A message prompt appears that confirms the appointment.
12. Click OK. Repeat these steps to enter additional appointments.
13. Click OK. The system updates the appointment database.

    The Equipment ID and test set description appear in that day’s Get Schedule dialog box on the day the test set becomes due for that piece of equipment.

Viewing QC appointment schedules

After you assign all tests to the appropriate sets and schedule your QC appointments, you can view daily QC appointments in the Get Schedule dialog box. Equipment due for scheduled QC tests displays in the Get Schedule dialog box. This includes all test items due for the selected date and any other overdue sample items.

Equipment colors that display in the dialog box are identical to the colors that display in the Equipment status application. For more information about colors, see the “Color codes” section in “Equipment Status.”



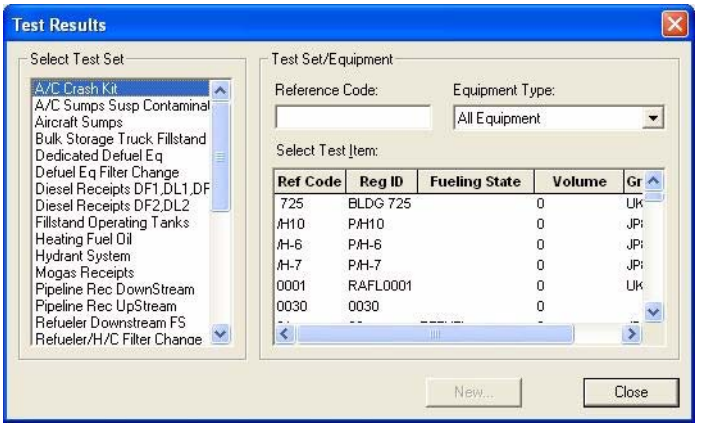
1. From the FuelsManager Defense Quality Control window, click Operations, and then click Get Schedule. The Get Schedule dialog box appears.
2. Select the date and click Refresh. The equipment pieces that are scheduled for QC appear.
3. Do one of the following:
   - To print the schedule, click Print.
   - To start adding results for the Test Sets or Inspection Sets, select an equipment record, and then click Add Results. For more information, see the “Entering test set results” section or see the “Enter test set results from Get Scheduler” section.

Test Results

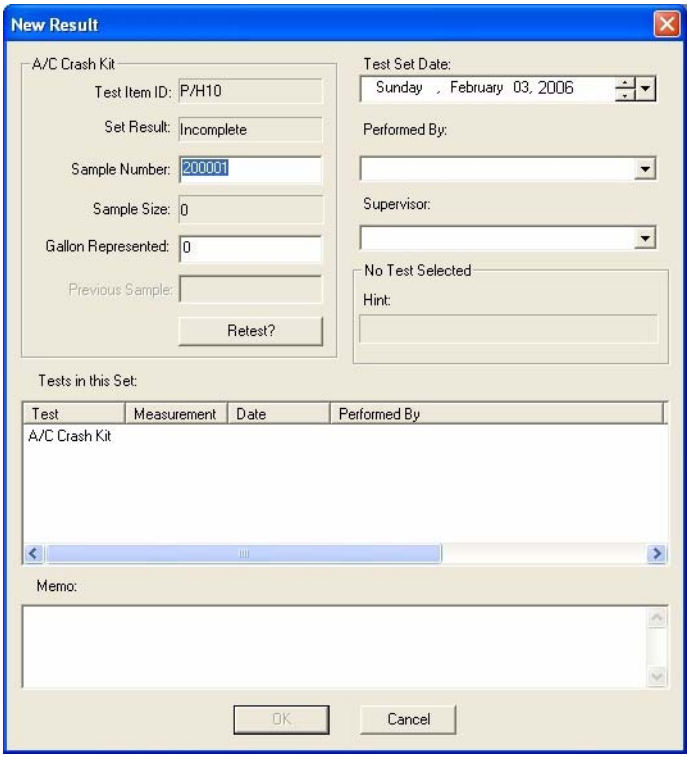
After performing the tests, you can enter the results for the test set.

Entering test set results

1. From the FuelsManager Defense Quality Control window, click Operations, and then click Add Test Result. The Test Results dialog box appears.

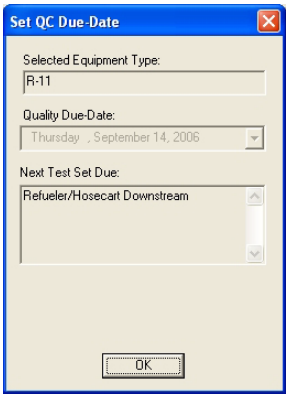


2. Select the Test Set and Test Item, and then click New. The New Result dialog box appears.



3. If needed, change the Sample Number. By default the first digit in the Sample Number is the last digit of the calendar year (for example “6” for the year 2006).
4. Click the Performed By arrow and select the person who performed the test.
5. Click the Supervisor arrow and select the corresponding Supervisor.
6. If needed, click the Retest button and enter the previous sample.
7. Under Tests in this Set, select the test to enter and press the spacebar. The Measurement field becomes available.
8. Type the test result in the Measurement field, and then press Enter. Repeat this step for any other tests in this set you are running for this piece of equipment.
9. If needed, type a Memo and click OK.
10. If the equipment passed all tests, the Set QC Due-Date dialog box appears. You can view when the equipment is due for testing and the next test set due date.

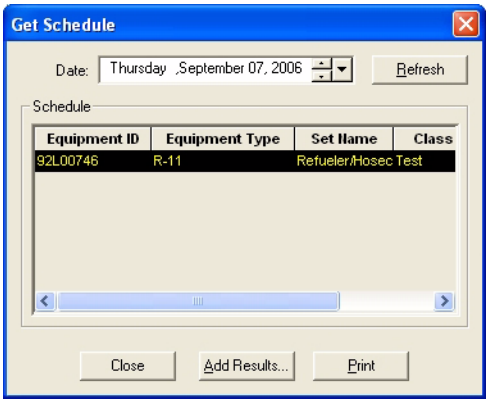
11. Click OK.



This window is only intended to show you when the equipment piece is due for its next QC appointment. Do not try to set a different QC due date here. The equipment may be due for QC checks on different periods.

Enter test set results from Get Scheduler

1. From the FuelsManager Defense Quality Control window, click Operations, and then click Get Schedule. The Get Schedule dialog box appears.

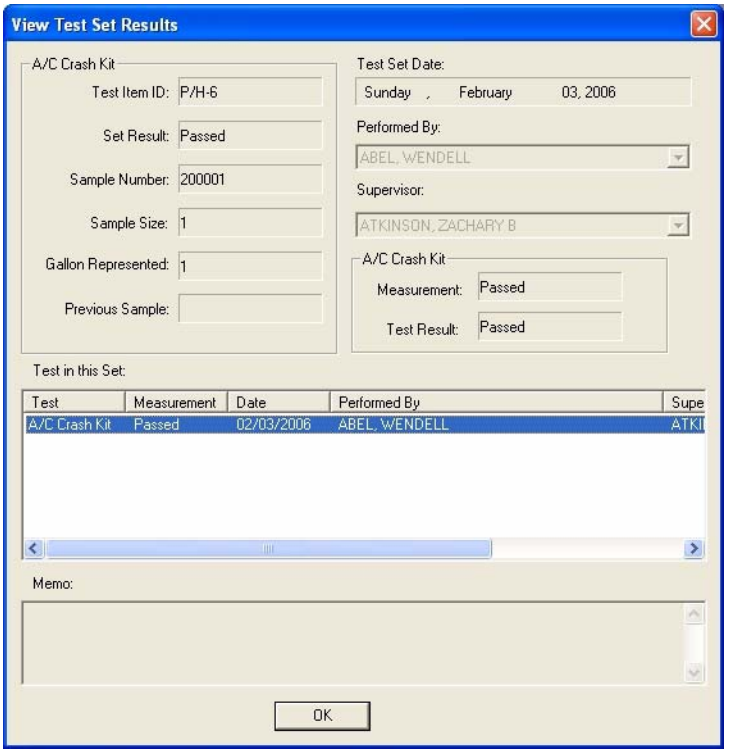


2. From the Schedule list, select the test set, and then click Add Results. The New Result dialog box appears.

3. If needed, change the Sample Number. By default the first digit in the Sample Number is the last digit of the calendar year. For example, “6” for the year 2006.
4. Click the Performed By arrow and select the person who performed the test.
5. Click the Supervisor arrow and select the corresponding Supervisor.
6. If needed, click the Retest button and enter the previous sample.
7. Under Tests in this Set, select the test to enter and press the spacebar. The Measurement field becomes available.
8. Type the test result in the Measurement field, and then press Enter. Repeat this step for any other tests in this set you are running for this piece of equipment.
9. If needed, type a Memo and click OK.
10. If the equipment passed all tests, the Set QC Due-Date dialog box appears. You can view when the equipment is due for testing and the next test set due date.
11. Click OK.

Viewing test set results

1. From the FuelsManager Defense Quality Control window, double-click the test to view. The View Test Set Results dialog box appears.
2. Review the test data.
3. Click OK.



Quality Tags

Quality tags provide a means of flagging equipment pieces so that dispatchers will be aware of their statuses and can act accordingly. If during your QC testing you find an equipment piece to be dangerous or in another noteworthy condition, you can attach a quality tag to keep dispatchers informed.

Some quality tags prevent a dispatcher from using an equipment piece. For example, a danger tag can be applied to a truck that is considered dangerous to use. The system warns the dispatcher of the danger tag as trucks and hydrants are dispatched. The dispatcher cannot dispatch equipment if the danger tag is applied.

There are three types of predefined quality tags:

Type	Predefined Name	Description
Tag Type 1	Danger	Takes equipment out of service and prohibits any users from using it.
Tag Type 2	Warning	Takes the equipment out of service but permits usage with a warning message.
Tag Type 3	Caution	Leaves the equipment in service, allows users to use it, but displays a warning message.

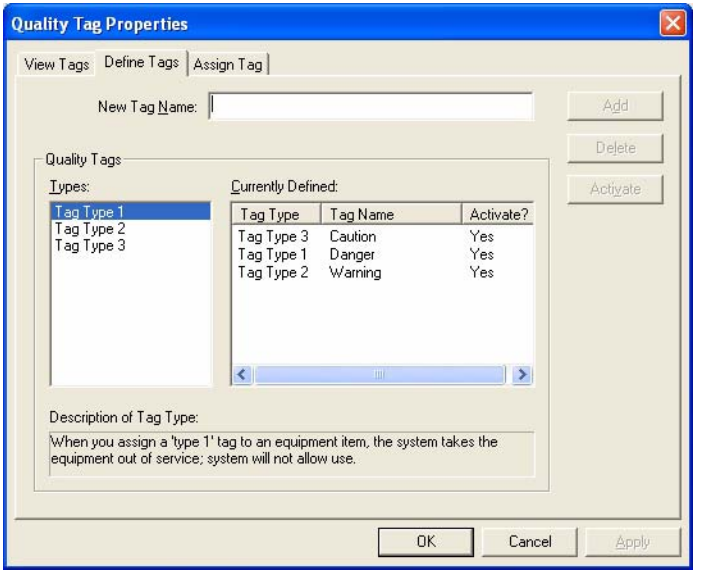
Table 6-1: Predefined quality tags

The system assigns an incremental tag number to each tag when you associate the tag with an Equipment ID. The tag number is based on the last number stored in the database. The first tag number starts with X00001, where X equals the year.

For example, 600001 is the first tag number assigned in the year 2006. Subsequent tag numbers are 600002, 600003, and continue to number incrementally. The first assigned tag in 2007 is 700001.

For more information, see the “Assigning quality tags to equipment” section.

Defining quality tags



1. From the FuelsManager Defense Quality Control window, click Operations, and then click Quality Tags. The Quality Properties dialog box appears.
2. Click the Define Tags tab.
3. Enter the New Tag Name for the new tag.
4. Under Types, select the tag type you want this tag to be classified as.
5. Click Add. The new tag appears in the Currently Defined list.
6. Click Apply, and then add additional tags.
7. Click OK. The system updates the database and closes the Quality Tag Properties dialog box.

Editing quality tags

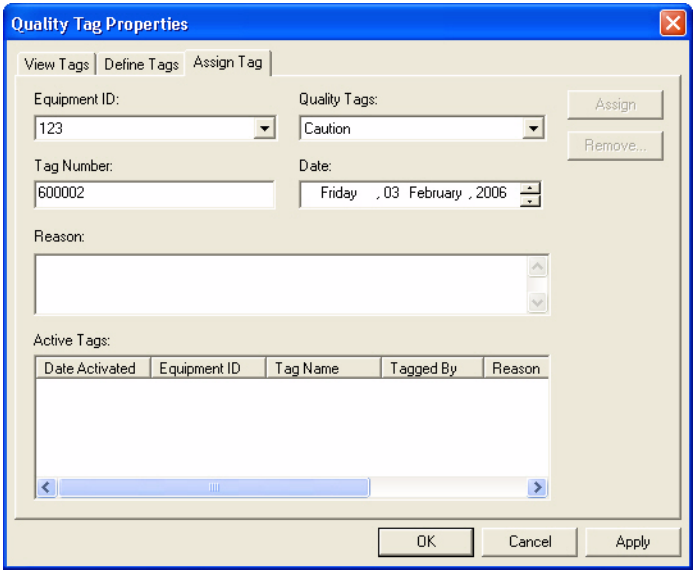
1. From the FuelsManager Defense Quality Control window, click Operations, and then click Quality Tags. The Quality Properties dialog box appears.
2. Click the Define Tags tab.
3. In the Currently Defined list, select the tag you want to modify.
4. Do one of the following:
   - Click Deactivate to deactivate the tag (keep the tag, but make it unavailable to be assigned).
   - Click Activate to activate the tag.
   - Click Delete to delete the tag.
   - Click Apply, and then modify additional tags.

   Note You can also delete tags from the View Tags tab.
5. Click OK. The system closes the Quality Tag Properties dialog box.

Viewing quality tag assignments

1. From the FuelsManager Defense Quality Control window, click Operations, and then click Quality Tags. The Quality Tag Properties dialog box appears and the View Tags tab displays all the quality tags assigned to equipment.
2. Select any of the drop-down filter lists.
3. If needed, select the Use Date as Filter check box.
4. Click the Refresh Tags List Contents button. The system updates the Equipment Tags list, based on the criteria you select.
5. Click OK. The system updates the database and closes the Quality Tag Properties dialog box.

Assigning quality tags to equipment



1. From the FuelsManager Defense Quality Control window, click Operations, and then click Quality Tags.
2. Click the Assign Tag tab.
3. Select the Equipment ID and the tag you want to assign to it in the Quality Tags list.
4. If needed, change the incremental Tag Number assigned by the system.
5. Enter an explanation of the tag assignment in the Reason field.
6. Click Assign, and then click Apply. Repeat these steps to assign additional tags.
7. Click OK. The system updates the database and closes the Quality Tag Properties dialog box.

Removing quality tag assignments

1. From the FuelsManager Defense Quality Control window, click Operations, and then click Quality Tags.
2. Click the Assign Tag tab.
3. Under Active Tags, select the tag you want to remove and click Remove.
4. Click Apply. A message prompt appears.
5. Click Yes. The system removes the tag from the Active Tags list.
6. Click OK. The system updates the database and closes the Quality Tag Properties dialog box.

Deleting quality tag assignments

You can delete a tag assignment from the database after you have removed the tag. Deleting a quality tag assignment removes all records that indicate the equipment piece was assigned a quality tag.

1. From the FuelsManager Defense Quality Control window, click Operations, and then click Quality Tags. The View Tags tab displays all the quality tags assigned to equipment.
2. Select the quality tag you want to delete and click Delete. A message prompt appears.
3. Click Yes. The system removes the tag from the Active Tags list.
4. Click OK. The system closes the Quality Tag Properties dialog box.

Querying Quality Control Data

You can query for data in the Quality Control application using the standard FuelsManager Defense query tool.

- From the FuelsManager Defense Quality Control window, click the Query button on the tool bar. The Query dialog box appears.

For more information on how to use the Query tool, see the “FuelsManager Defense Query Utility” section.

Quality Control Grid Window

Field	Description
Test Result Timestamp	The time that the result was entered.
Name	The name of the test set.
Test Item	The Equipment ID of the item being tested.
Sample Number	Identifies the sample number that the test result was taken from. Multiple results can be entered from the same sample number.
Sample Size	The amount (indicated by the test measurement units) used in the test.
Passed	Checked if the result passed the test. Cleared if the result did not pass.
Is Retest	Checked if the result was from a retest of a previous result.
Previous Sample	Identifies the previous sample number. Available only if Retest is selected.
Class	Identifies whether the result is from a test or an inspection.
Memo	Displays any memo that was entered.
Gallon Rep	Displays the number of gallons that were represented in the sample.

Table 6-2: Quality Control grid fields

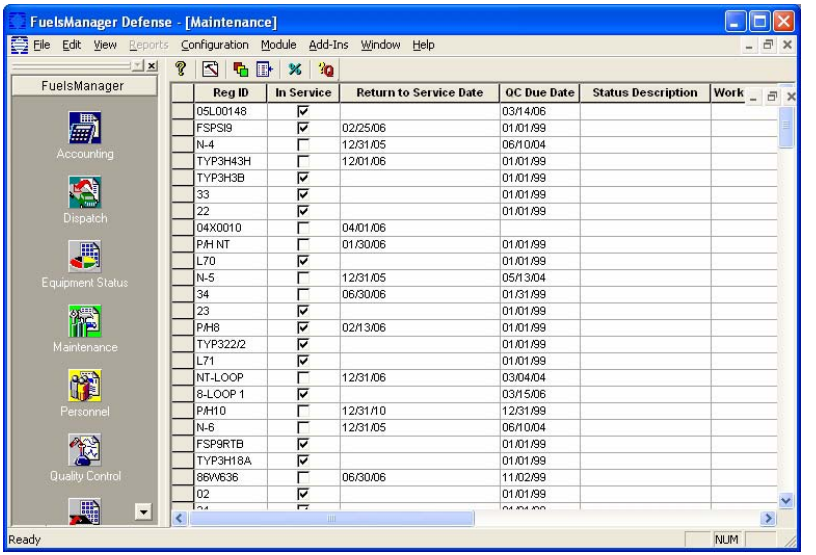
Quality Control Menu Items and Shortcuts

Menu	Command	Shortcut	Description
Operations	Define Test/ Test Sets		Opens the Test Set Definition dialog box, which you use to define tests and test sets.
Operations	Add Test Results		Opens the Test Results dialog box, which you use to add results to tests or inspections.
Operations	Get Schedule		Opens the Get Schedule dialog box, which you use to create QC schedules.
Operations	Quality Tags		Opens the Quality Tag Properties dialog box, which you use to assign tags to equipment.
N/A	Query		Opens the Query dialog box.

Table 6-3: Quality Control menu items and shortcuts

7 Maintenance

About Maintenance



This section assumes that you belong to a FuelsManager Defense group that has view and modify rights for Maintenance data.

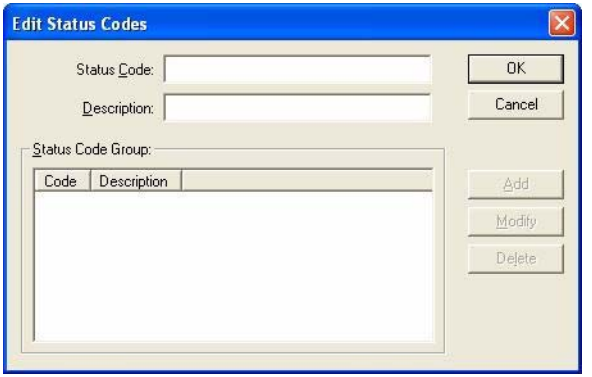
Use the FuelsManager Defense Maintenance application to maintain records for the equipment at your site. Equipment maintenance includes the following tasks:

- Take equipment out of service for maintenance issues.
- Assign a status to equipment that other FuelsManager Defense users and applications can see. For example, if you take a truck out of service, a Dispatch user can see that the truck is out of service for maintenance. The truck status also appears in the Equipment Status application.
- View maintenance changes using the maintenance log.
- View maintenance statistics by date, equipment, and equipment type.

Status Codes

Use the Status Codes option to track the reasons for taking equipment out of service. Each status code contains a code, a description, and a system-assigned index.

You can change a status code for a maintenance record while the equipment is out of service. For example, you can take a truck out of service and update the status code to explain why a specific maintenance task is taking so long (Waiting for parts). For more information, see the "Taking equipment out of service" section.



Adding maintenance status codes

1. From the FuelsManager Defense Maintenance window, click Edit, and then click Status Codes. The Edit Status Code dialog box appears.
2. Type the new Status Code and its Description.
3. Click Add. The new status code appears under Status Code Group.
4. Repeat these steps to add additional codes.
5. Click OK.

Editing maintenance status codes

1. From the FuelsManager Defense Maintenance window, click Edit, and then click Status Codes. The Edit Status Code dialog box appears.
2. Under Status Code Group, select the status code you want to modify.
3. As needed, change the Status Code or Description.
4. Click Modify. The revised status code appears under Status Code Group.
5. Repeat these steps to modify additional codes.
6. Click OK.

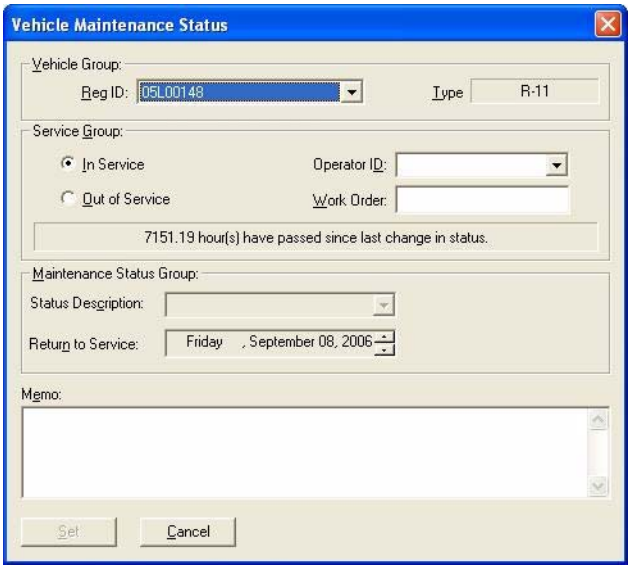
Deleting maintenance status codes

1. From the FuelsManager Defense Maintenance window, click Edit, and then click Status Codes.
2. Under Status Code Group, select the status code and click Delete. A message prompt appears.
3. Click Yes, and then click OK.

Maintenance Status Records

The Maintenance grid lists the status records that you entered in the Equipment Status application. Use these records to track your equipment maintenance.

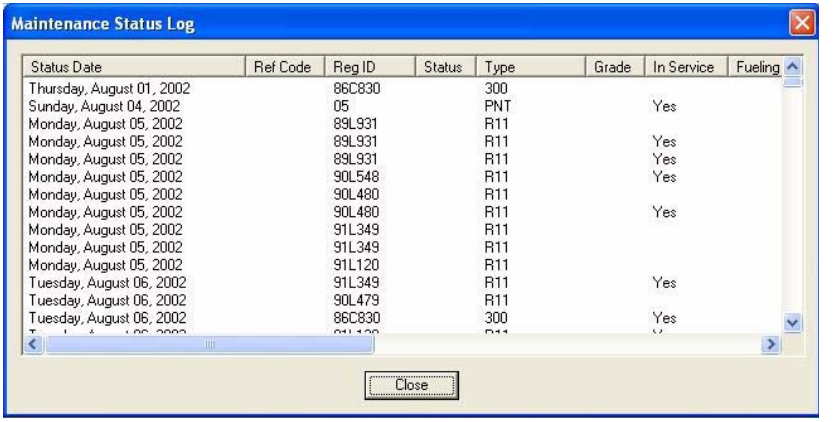
Viewing maintenance status for equipment



You can open and view maintenance status records without changing the status of the records.

1. From the FuelsManager Defense Maintenance window, find the maintenance record you want to view and double-click it. The Vehicle Maintenance Status dialog box appears.
2. Click Cancel after you finish viewing the record.

Viewing the Maintenance Status Log


Maintenance Status Log
Status Date
Ref Code
Reg ID
Status
Type
Grade
In Service
Fueling
Thursday, August 01, 2002 86C830 300
Sunday, August 04, 2002 05 PNT Yes
Monday, August 05, 2002 89L931 R11
Monday, August 05, 2002 89L931 R11 Yes
Monday, August 05, 2002 89L931 R11 Yes
Monday, August 05, 2002 90L548 R11 Yes
Monday, August 05, 2002 90L480 R11
Monday, August 05, 2002 90L480 R11 Yes
Monday, August 05, 2002 91L349 R11
Monday, August 05, 2002 91L349 R11
Monday, August 05, 2002 91L120 R11
Tuesday, August 06, 2002 91L349 R11 Yes
Tuesday, August 06, 2002 90L479 R11
Tuesday, August 06, 2002 86C830 300 Yes
Close

The Maintenance Status Log tracks all the actions performed in the Maintenance application, including status updates. You can view the log at any time.

1. From the FuelsManager Defense Maintenance window, click View, and then click Maintenance Log. The Maintenance Status Log appears.
2. Click Close when you finish viewing the log.

Maintenance Service

Taking equipment out of service

You can take equipment out of service for maintenance.

1. From the FuelsManager Defense Maintenance window, find the maintenance record you want to view and double-click it. The Vehicle Maintenance Status dialog box appears.
2. Under Vehicle Group, select the equipment's Reg ID.
3. Under Service Group, select Out of Service. If the Out of Service option is already selected, a current maintenance record has already been created for the equipment.
4. Select the Operator ID who brought the equipment into maintenance and enter the Work Order number if required.

5. Under Maintenance Status Group, select a Status Description and set an estimated Return to Service date.
6. If needed, type a comment in the Memo area.
7. Click Set, and then click Close.

Updating out-of-service maintenance records

You can update an out-of-service maintenance record whenever the status of the maintenance changes. For example, you can update the estimated return-to-service date or change the status description.

1. From the FuelsManager Defense Maintenance window, find the maintenance record you want to view and double-click it. The Vehicle Maintenance Status dialog box appears.
2. If needed, change the Vehicle Group, Service Group, Maintenance Status Group, or Memo.
3. Click Set, and then click Close.

Returning vehicle to service

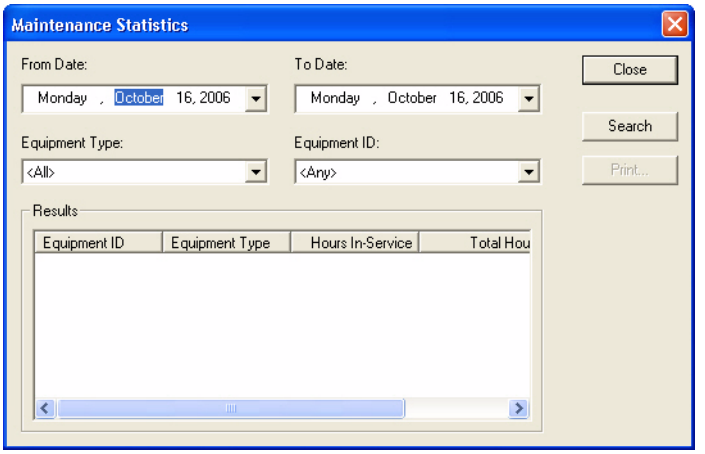
When the maintenance is complete, you can return the equipment to service and make it available for dispatchers.

1. From the FuelsManager Defense Maintenance window, find the maintenance record you want to view and double-click it. The Vehicle Maintenance Status dialog box appears.
2. Under Service Group, select In Service.
3. Click Set, and then click Close.

Maintenance Statistics

You can run calculations on maintenance data using the Maintenance Statistics option. Use statistics to target a date range and an equipment type and ID to see the hours in service, total hours, and percent available (percentage of time in service).

Viewing and printing statistics



Use the Maintenance Statistics option to monitor equipment reliability and maintenance effectiveness.

1. From the FuelsManager Defense main window, click View, and then click Maintenance Statistics.
2. Select the From Date and To Date range.
3. Select an Equipment Type and an Equipment ID. You can also view statistics for all equipment in the database by selecting All for the Equipment Type and Any for the Equipment ID.
4. Click Search. Statistics that meet your search criteria appear under Results.
5. Click Print. The Print Dialog box appears.
6. Select the required print settings and click OK. The In-Commission Report, which is based on your search criteria, is printed.
7. Click Close when you finish viewing the statistics.

Maintenance Grid Window

Field	Description
Reg ID	Registration ID for the vehicle or equipment.
In Service	Indicates whether the equipment is in service (selected) or out-of-service (cleared).
Return to Service Date	Estimated return to service date. Only used when out-of-service.
QC Due Date	Next date the equipment is due for quality control.
Status Description	Status Code description assigned to the equipment. Only used when out-of-service.
Work Order	Work order number for the maintenance. Only used when out-of-service.
Memo	Additional information added from the Vehicle Maintenance Status dialog box.

Table 7-1: Maintenance grid window

Maintenance Reports

FuelsManager Defense contains the following Maintenance reports.

Report	Description
In-Commission Report	Lists the Equipment Type, Equipment ID, Hours In, Total Hours, and Percent (%) Available. Select criteria for the report on the Maintenance Statistics dialog box.
Maintenance Status Board Report	Lists the In Service (shown on the first bar) and Out of Service (second bar) percentages.

Table 7-2: Maintenance reports

Maintenance Menu Items and Shortcuts

Menu	Command	Shortcut	Description
Edit	Status Codes		Opens the Edit Status Codes dialog box so you can add, modify, and delete status codes.
View	Maintenance Status Record		Opens the Vehicle Maintenance Status dialog box so you can change the service status and enter related information about an equipment piece.
View	Maintenance Log		Opens the Maintenance Status Log dialog box so you can view the vehicle and equipment status changes by the date and time.
View	Maintenance Statistics		Opens the Maintenance Statistics dialog box so you can view maintenance statistics by date, equipment type, and Equipment ID. Also provides print capability for the In-Commission Report.
N/A	Query		Opens Query utility. Query is not available from the menu.

Table 7-3: Maintenance menu items and shortcuts

8 Dispatch

About Dispatch

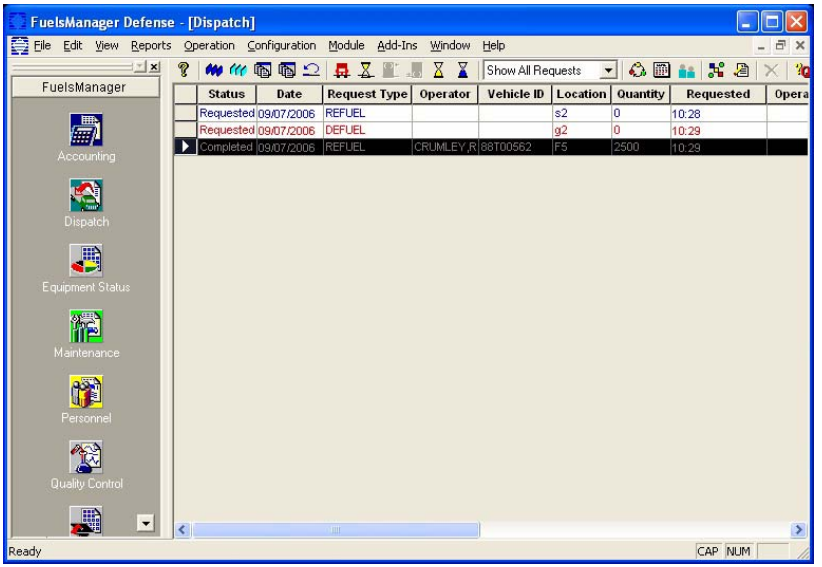
This section assumes that you belong to a FuelsManager Defense group that has view and modify rights for Dispatch data.

Use the Dispatch application to track base-level flightline fuel transactions for your site. This application provides up-to-date fueling transaction data to help you manage your resources. Primary features include the following:

- Real-time grid window listing all active service requests and corresponding data
- Real-time requests
- Truck or hydrant dispatching
- Fuel time tracking (arrival, start, stop, completion)
- Fast log entries for refueling requests (not real time)
- Operators Status management
- Maintain real time book inventory for refueling units
- FuelsManager Defense Accounting export utility

Main Dispatch Window

The FuelsManager Defense Dispatch Main window consists of a table of fueling requests and application-specific menus and buttons. Service requests appear in the grid window as you start to enter them.



Dispatch Configuration Tasks

Before you can use the Dispatch application, you must complete the following configuration tasks:

- Enter the common request items for all planes that are assigned (or frequently serviced) at your site. For more information, see the “Common Request Activities and Items” section.
- Add personnel records for all employees. This includes fueling operators, dispatchers, accountants, and technicians. For more information, see the “Personnel Records” section.
- Create and maintain vehicles and equipment used to support the fueling service, so that these vehicles are available for dispatch. For more information, see the “Equipment Status” section.
- Set optional times for the Arrival, Start, and Stop times. For more information, see the “Record request times” section.

Common Request Activities and Items

Use the FuelsManager Defense Dispatch application to maintain a database of activities and aircraft or vehicles that you often service. Entering your home station aircraft or vehicles minimizes time and repetition when entering requests for them.

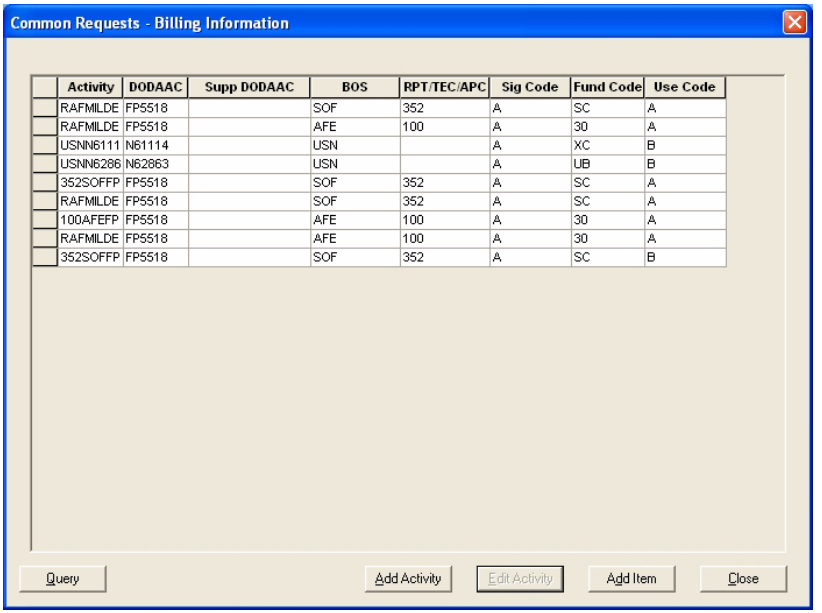
Common request items include two components: activities and items. You can create an activity for a base or squadron where every item has the same activity attributes. After creating an activity, you can add Items to it. Then when you enter requests for any of those Items, the system recognizes it and automatically fills the billing information from the appropriate activity and item attributes. You can also run queries from the Common Requests window. For more information, see the “FuelsManager Defense Query Utility” section.

Activity data fields

An activity represents a billing information model that is consistent throughout a group of items (aircraft or other vehicle). An activity contains the following data fields:

Fields	Description
Activity	RPT/TEC/APC
BOS	Use Code
Fund Code	Supp DODAAC
DODAAC	Sig Code

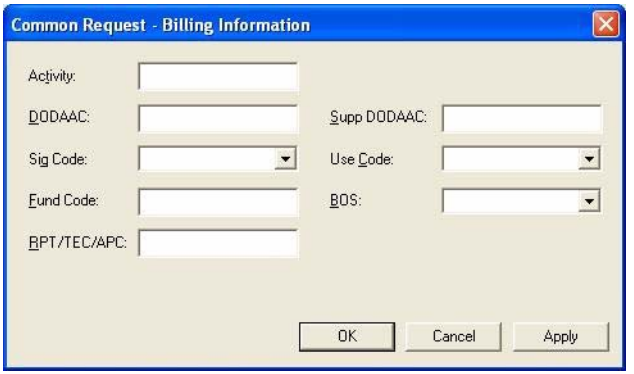
Table 8-1: Activity data fields


Common Requests - Billing Information
Activity DODAAC Supp DODAAC BOS RPT/TEC/APC Sig Code Fund Code Use Code
RAFMILDE FP5518 SOF 352 A SC A
RAFMILDE FP5518 AFE 100 A 30 A
USNN6111 N61114 USN A XC B
USNN6286 N62863 USN A UB B
352SOFFP FP5518 SOF 352 A SC A
RAFMILDE FP5518 SOF 352 A SC A
100AFEFP FP5518 AFE 100 A 30 A
RAFMILDE FP5518 AFE 100 A 30 A
352SOFFP FP5518 SOF 352 A SC B
Query
Add Activity
Edit Activity
Add Item
Close

Viewing common request activities

- From the FuelsManager Defense Dispatch application, click Edit, click Common Requests, and then click View. The Common Requests – Billing Information dialog box appears.

Adding common request activities



1. From the FuelsManager Defense Dispatch application, click Edit, click Common Requests, and then click Add Activity. The Common Request – Billing Information dialog box appears.
2. Enter the Activity name. This name identifies the activity when you view an activity or add items to requests.
3. Enter the activity billing information. You can leave any of the fields blank if you do not want Dispatch to populate the settings during a request.
4. Click Apply. Repeat these steps to add another activity.
5. Click OK. The system adds the activity and closes the dialog box.

Editing common request activities

1. From the FuelsManager Defense Dispatch application, click Edit, click Common Requests, and then click View. The Common Requests – Billing Information dialog box appears.
2. Select the activity and click Edit Activity.
3. Make the necessary changes to the request.
4. Click Apply, and then click OK. The system makes the changes to the record and closes the dialog box.
5. Click Close.

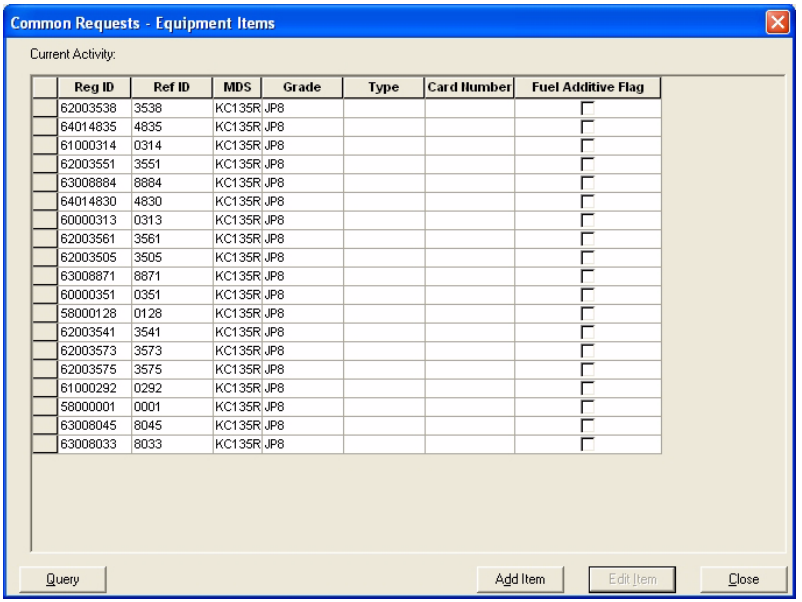
Deleting common request activities

You can delete an activity only if there are no items associated with it.

1. From the FuelsManager Defense Dispatch application, click Edit, click Common Requests, and then click View. The Common Requests – Billing Information dialog box appears.
2. Select the activity that you want to delete and press the Delete key. A message prompt appears.
3. Click Yes. The system deletes the activity.

Items

Items serve as a subset of activities and represent the actual aircraft or vehicles you refuel. When you add items you must select the existing activity to link this item to its activity. After an item is added, Dispatch recognizes the item when you enter a request to refuel it and uses the billing information from both the activity and the item.

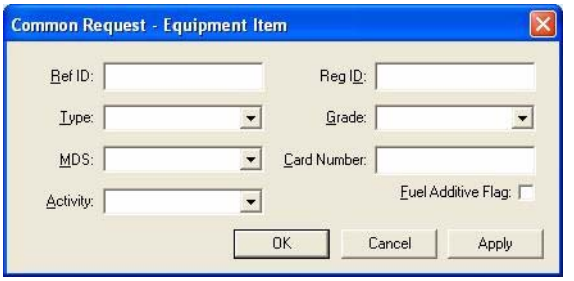


Viewing items linked to an activity

1. From the FuelsManager Defense Dispatch window, click Edit, click Common Requests, and then click View. The Common Requests – Billing Information dialog box appears.
2. Double-click the activity you want to view. The Common Requests – Equipment Items dialog box appears.

   Note You can click the Add Item button to add common request items. You can also add items using menu commands. For more information, see the “Adding common request activities” section.

Adding common request items



1. From the FuelsManager Defense Dispatch application, click Edit, click Common Requests, and then click Add Item. The Common Request – Equipment Item dialog box appears.
2. Enter the Ref ID and Reg ID (both fields are required).
3. Select the Type, Grade, and MDS. You can leave any of these fields blank if you do not want Dispatch to import the settings.
4. Enter the Card Number.
5. Select the Activity (required).
6. If needed, select the Fuel Additive Flag. This option designates a truck, hydrant, or aircraft that requires a fuel additive. For example, this can be either a +100 vehicle or a vehicle that requires +100 fuel service.
7. Click Apply, and then click OK. The system adds the item and closes the dialog box.

Editing common request items

1. From the FuelsManager Defense Dispatch application, click Edit, click Common Requests, and then click View.
2. Double-click the activity to which the item belongs. The Common Requests – Equipment Items dialog box appears.
3. Select the item and click Edit Item. The Common Request – Equipment Items dialog box appears.
4. Make any necessary changes.
5. Click Apply, and then click OK. The system updates the item and closes the dialog box.

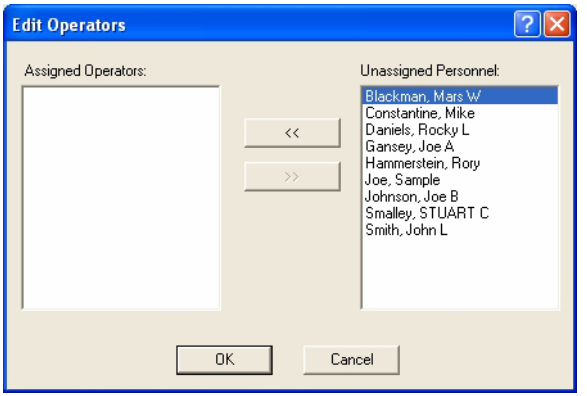
Deleting common request items

1. From the FuelsManager Defense Dispatch application, click Edit, click Common Requests, and then click View.
2. Double-click the activity to which the item belongs.The Common Requests – Equipment Items dialog box appears.
3. Select the item and press the Delete key. A message prompt appears.
4. Click Yes. The system deletes the item.

Operators

Before you can service any fuel requests, you must assign personnel as operators in the FuelsManager Defense Dispatch application. You can assign any available personnel who have database records to roles as operators. For more information about adding a personnel record, see the “Personnel” section.

Assigning personnel as operators



1. From the FuelsManager Defense Dispatch window, click Edit, and then click Operator. The Edit Operators dialog box appears.

   The Assigned Operators list shows all personnel assigned as refueling operators. The Unassigned Personnel list shows all the operators who have not been assigned as refueling operators. New personnel records appear here as well.

2. Click the name in the Unassigned Personnel list and click the left arrow button. To unassign a person as an operator, click the name in the Assigned Operators list and click the right arrow button. Press the Ctrl key to select multiple names.
3. Click OK.

   After you assign operators, you must set their status to “In” before you can dispatch the operators to a refueling request. For more information, see the “Operator’s Status” section.

Fuel Requests

When you enter a fuel request, the system adds a new row to the grid. In FuelsManager Defense, there are three types of requests:

- Request Fuel (Home Station, TDY)
- Transient
- Fast Log

Each of these requests are explained in their respective sections.

Request fuel and transient requests are intended to be used for real-time operations. That means that after you enter them, you must dispatch an operator and record the fuel times to complete the job.

Fast log and fast log fill stand requests are not performed in real time. Use a fast log request to enter all the information for the fueling operation (including dispatch information and fuel times) at once. After completely entering a fast log request, you are not required to enter additional data for that operation. Use the fast log only if the fueling is complete and you can enter all the required data.

Dispatch Grid Window

The Dispatch grid window includes a list of service requests. Each row represents a request for fuel.

The requests are color coded to represent different types of requests and different stages.

- Blue = open refuel
- Red = open defuel
- Gray = Canceled or Completed requests
- Black = Other Dispatch transactions

Setting date ranges for the Dispatch grid window

The date range determines the transactions that appear in the database and defaults to the current day when you open Dispatch. You can change this date or include multiple dates. You can also base the date range on the inventory date rather than the transaction date.

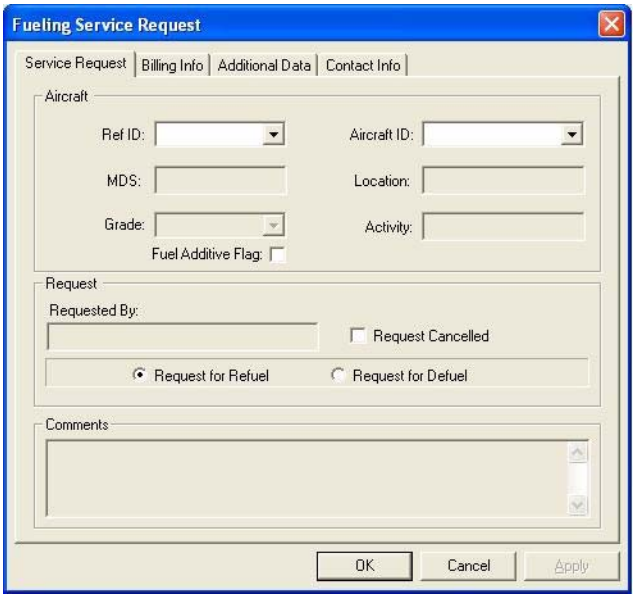
1. From the FuelsManager Defense Dispatch window, click Operation, and then click Set Date Range. The Display Dispatch dialog box appears.
2. Under Dates to Display, select the Begin and End dates for the range. To display one date, enter that date in both the Begin and End fields.
3. Click OK. The system refreshes the Dispatch grid window with the new date range.

Getting totals and averages for a field

1. From the FuelsManager Defense Dispatch window, click Operation, and then click Total and Average. The Total and Average Calculations dialog box appears.
2. Review calculations for the following values:
   - Quantity (Average and Total, can include FillStand if selected)
   - Response Time (Average, can include FillStand if selected)
   - Variance (Average)
   - Fuel Time (Average, can include FillStand)

Entering fuel requests

Use the Request Fuel option to enter real-time requests for aircraft. For more information on specific fields, see the “Fuel service request field descriptions” section.

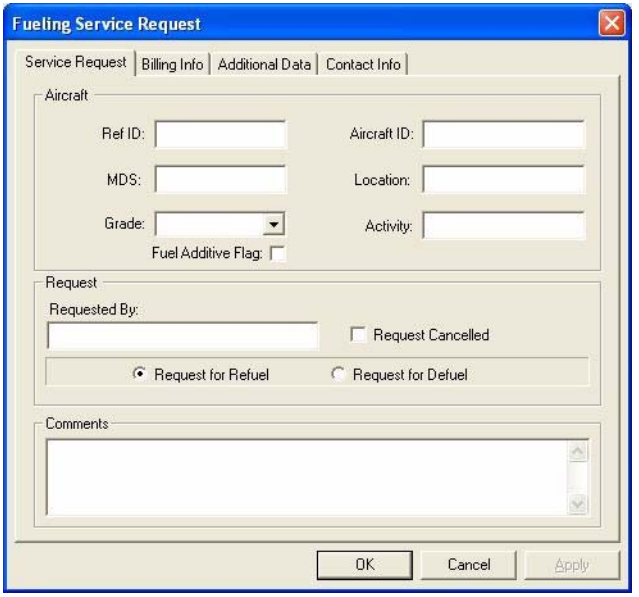


1. From the FuelsManager Defense Dispatch window, click Operation, and then click Request Fuel (F2). The Fueling Service Request dialog box appears.
2. Enter the Ref ID for the aircraft that needs fueling and press the Tab key. The system automatically enters the Aircraft ID, MDS, and Grade if the Ref ID is recognized.
3. Enter the Location (where the fueling operation is going to take place).
4. If needed, select the Fuel Additive Flag. This option designates a truck, hydrant, or aircraft that requires a fuel additive. For example, this can be either a +100 vehicle or a vehicle that requires +100 fuel service.
5. Under Request, enter the Requested By name.
6. If the job is a defuel request, select the Request for Defuel option. If it is a refuel request, leave the default Request for Refuel option selected.

7. Click the Billing Info tab. This information should be pre-filled from the data in the common request items record for the vehicle.
8. Confirm that the Billing Info data is correct and make any necessary changes.
9. Click Apply. Repeat these steps to enter additional requests.
10. Click OK. The system closes the Fueling Service Request dialog box and adds the request to the Dispatch grid. The status appears as “Requested” until you dispatch a truck or hydrant.

Entering transient requests

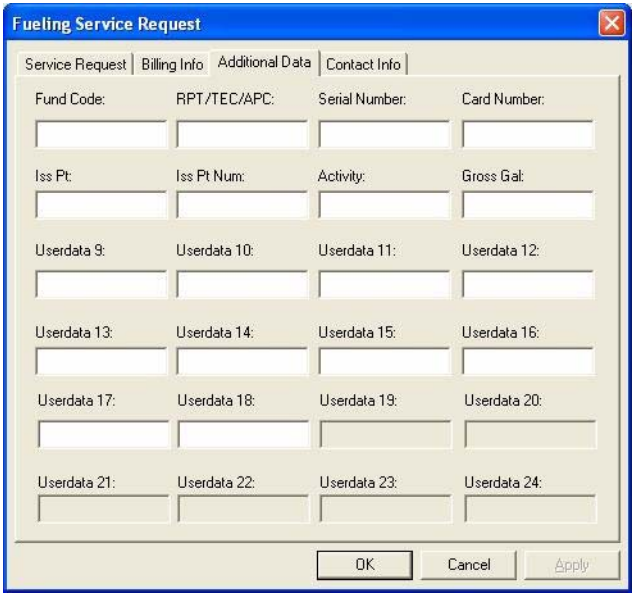
Use the Transient Requests option to enter real-time requests for vehicles that are not assigned to your home station or are not in your Common Request items table. You must manually enter all data for this type of request. For more information on specific fields, see the “Fuel service request field descriptions” section.



1. From the FuelsManager Defense Dispatch application, click Operation, and then click Transient (F4). The Fueling Service Request dialog box appears.
2. Enter the Ref ID, Aircraft ID, MDS, Location, and Activity.

3. Click the drop-down arrow next to Grade and select the grade required for the fueling operation.
4. If needed, select the Fuel Additive Flag. This option designates a truck, hydrant, or aircraft that requires a fuel additive. For example, this can be either a +100 vehicle or a vehicle that requires +100 fuel service.
5. Under Request, enter the Requested By name.
6. If the job is a defuel request, select the Request for Defuel option. If it is a refuel request, leave the default Request for Refuel option selected.
7. Click the Billing Info tab and enter or change any of the billing information as necessary.
8. Click the Additional Data tab and enter or change any of the data as necessary.
9. Click the Contact Info tab and enter the contact information for the buyer.
10. Click Apply. Repeat these steps to enter another entry.
11. Click OK. The system closes the Fueling Service Request dialog box and adds the record to the Dispatch grid.

Additional Data tab



The Additional Data tab contains the following information that is included with the fueling transaction when applicable:

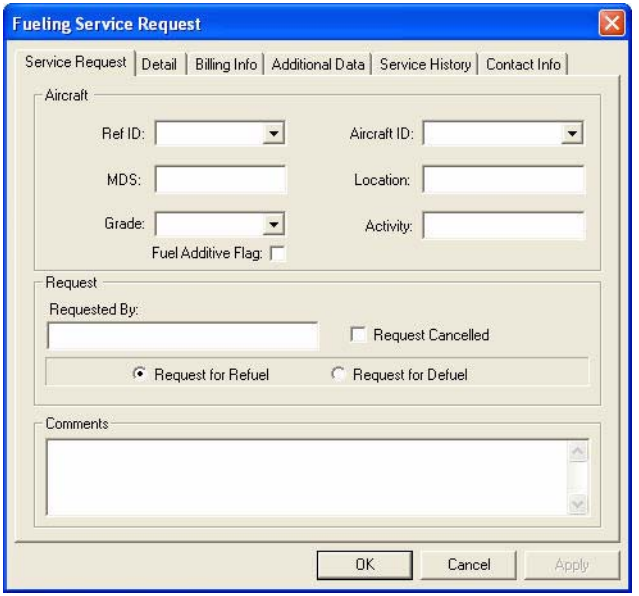
- Fund Code
- RPT/TEC/APC
- Serial Number
- Card Number
- Iss Pt.
- Iss Pt. Num
- Activity
- Gross Gal

The remaining Userdata fields are not currently used.

Editing requests

You can manually edit any data field in a request record to correct inaccurate fields or add missing data.

Notice that there are more tabs along the top of the dialog box when you edit a request record. When you entered the request, the system only displayed the tabs you needed for that time.



1. From the FuelsManager Defense Dispatch window, find the request you want to edit, and then double-click the request. The Fueling Service Request dialog box appears.
2. Make any of the changes you need to the data. Click the different tabs along the top to see more fields. For more information on specific fields, see the "Fuel service request field descriptions" section.
3. Click OK.

Fuel service request field descriptions

Field	Description
Service Requests tab	
Ref ID	Four-digit reference identification of the plane or vehicle.
Aircraft ID	Full tail number of the plane.
MDS	Mission Design Series (Aircraft Model). Same as Type Model Series (TMS) used by the Navy.
Location	Area where equipment is located for the fueling operation.
Grade	Fuel product ID.
Activity	Represents a billing information model that is consistent throughout a group of items (aircraft or other vehicle).
Fuel Additive Flag	Designates a truck, hydrant, or aircraft that requires a fuel additive. For example, this can be either a +100 vehicle or a vehicle that requires +100 fuel service.
Requested By	Department or person that requested the fueling service.
Request Cancelled	Checked if the request is cancelled.
Request for Refuel/Request for Defuel	Designates the type of request (refuel or defuel).
Detail tab	
Comments	Memo field for any additional comments you want to attach to the record.

Table 8-2: Fuel service request fields

Field	Description
Quantity	Amount issued in the request.
Registration ID	ID of the vehicle performing the fueling service.
Operator	ID of the operator performing the fueling service.
Radio Number	Radio number assigned to the fueling operation.
Differential Pressure	Pressure reading at the time of the fueling.
Billing Info tab	
DODAAC	Account number of the aircraft or vehicle.
Supp DODAAC	Supplemental account number of the aircraft.
BOS	Branch of Service.
Use Code	Use code for the aircraft.
Signal Code	Signal Code for the aircraft.
Additional Data tab	
Fund Code	Two-character code that is assigned by the Service Activity.
RPT/TEC/APC	The Organization Code for the airwing.
Serial Number	Serial number of the aircraft or vehicle.
Card Number	Card number of the aircraft or vehicle.
Iss Pt	Identifies the issue point, which is the type of service unit. Examples are refueling unit (RU) and hydrant truck (HT).
Iss Pt Num	Issue point number. Last two digits of the registration ID for the service vehicle.
Activity	Identifies the activity entered for the service request.
Gross Gal	Gross amount of gallons.
Userdata 9-24	Free-form fields that you can use to store any other type of data.
Service History tab	

Table 8-2: Fuel service request fields (continued)

Field	Description
Request Time	Time the transaction was created.
Dispatch Time	Time the operator and vehicle were assigned in Dispatch.
Arrival Time	Time the transaction was marked for arrival.
Start Time	Time the fueling service actually started.
Stop Time	Time the fueling service actually stopped.
Completion Time	Time the job was completed and the operator leaves the service location.
Contact Info tab	
Contact	Contact name.
Address 1	Contact address line 1.
Address 2	Contact address line 2.
City	City for the contact information.
State	State for the contact information.
Zip	Zip code for the contact information.
Phone	Phone number for the contact information.
Fax	Fax number for the contact information.
Memo	Comments for the contact information.

Table 8-2: Fuel service request fields (continued)

Detail tab

The Detail tab only appears when you edit a request. It does not appear when you enter a new service request. If needed, you can edit the data that appears on this tab.

The Detail tab contains the following information that is included with the fueling transaction, when applicable:

- Quantity
- Registration ID
- Operator and Radio Number
- Differential Pressure

Entering relog requests

Enter a relog request to make a copy of the selected request. This is useful when you want to dispatch multiple trucks to the request. The duplicate request includes all the vehicle, product and time data, but does not include any of the Dispatch data (if there is any). You must dispatch the relogged request separately.

1. From the FuelsManager Defense Dispatch window, select the request that you want to relog.
2. Click Operation, and then click ReLog (Ctrl+F5). The system creates a duplicate of the selected request at the bottom of all line items.

Canceling requests

You can cancel a request at any phase of the service process.

1. From the FuelsManager Defense Dispatch window, select the request.
2. Click Operation, and then click Cancel (Ctrl+F4). A message prompt appears, warning you that you cannot undo the cancel request.
3. Click Yes. The fuel request remains in the Dispatch grid but appears dimmed. The status changes to Cancelled.

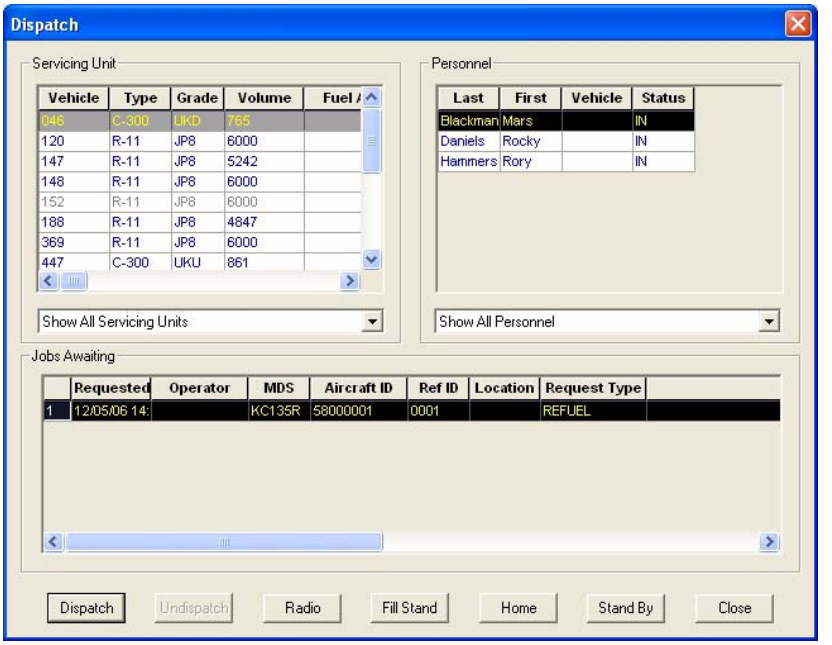
Dispatching to Fuel Service Requests

Dispatching a truck or hydrant to a fuel request is the next step after entering a real-time request. You must enter a dispatch for each request that has a status of Requested. There are three major types of dispatches:

- Dispatching a truck or hydrant
- Undispatching a truck or hydrant
- Dispatching to a fill stand

Dispatch dialog box

You can perform all dispatch-related tasks from the Dispatch dialog box.



The Servicing Unit section lists the trucks and hydrants in the FuelsManager Defense system that have been assigned as servicing units. The default option is Show All Servicing Units, but you can select from the filter list to show Hydrant Service Units Only, Show In-service Units Only, or Show Vehicular Units Only.

The Personnel table lists the personnel in the FuelsManager Defense system that have been assigned as operators. The default option is to Show All Personnel, but you can select from the filter list to Show On-Duty and Standby Personnel, Show On-Duty Personnel Only, or Show Standby personnel only.

The Jobs Awaiting section lists each service request that has a status of Requested or Dispatched. Once the service request is completed, it no longer appears in the Jobs Awaiting list.

Button	Description
Dispatch	Dispatches the selected servicing unit and personnel to the selected request in the Jobs Awaiting list.
Undispatch	Cancels the dispatch recorded for the selected request in the Jobs Awaiting list.
Radio	Adds a radio number to the dispatch so you can track radios that are sent with the operator.
Fill Stand	Dispatches the selected servicing unit and personnel and to the fill stand.
Home	Sends operator to the fuels section and disassociates the operator from the vehicle.
Stand By	Keeps association of operator to the vehicle ID.
Close	Closes the Dispatch dialog box.

Table 8-3: Dispatch dialog box buttons

Dispatching trucks or hydrants to a fueling service

You can dispatch a truck or hydrant if you have a truck or hydrant available and a qualified operator.

1. From the FuelsManager Defense Dispatch window, select the request to dispatch.
2. Click Operation, and then click Dispatch (F6). The Dispatch dialog box appears.
3. Under Servicing Unit, select the truck or hydrant you want to use for the fueling service.
4. Under Personnel, select the operator.
5. Under Jobs Awaiting, make sure that the correct job is selected.
6. Click Dispatch. The system changes the status of the record from Requested to Dispatched.
7. Click Close.

Dispatch messages

While dispatching trucks you may see messages that prompt a Yes or No response.

Message	Explanation
Equipment is overdue QC Checkup. Dispatch anyway?	The truck you have selected is past due for a Quality Control appointment. If you want to go ahead with the dispatch, click Yes. If you want to select another truck, click No and reselect it.
Attention, either the Servicing Unit or the Fuel Request is missing the Fuel Additive Flag. Dispatch anyway?	You did not select the Fuel Additive Flag field when you entered the request. If you want to go ahead with the dispatch, click Yes. If you want to add this flag, click No, and then edit the request.
[Last name, first name] is currently assigned to vehicle [servicing unit ID]. Reassign [Last name, first name] to [servicing unit ID]?	The operator you have selected is currently assigned to another truck. If you want to go ahead with the dispatch, click Yes. If you want to select another truck or operator, click No and reselect.
Grade in selected servicing unit and selected Request conflict. Dispatch anyway?	The truck you selected contains a different grade of fuel than the aircraft takes. If you click Yes, the request is updated to show the truck's fuel grade. If you click No, you can reselect an appropriate truck.

Table 8-4: Dispatch messages

Undispatching trucks or hydrants

Undispatch a truck or hydrant to stop a dispatch that you have already entered. This can be helpful if you entered the wrong operator and refueling unit, or if you decide to use your resources differently.

1. From the FuelsManager Defense Dispatch window, select the request that you want to undispatch.
2. Click Operation, and then click Dispatch (F6). The Dispatch dialog box appears.

3. Click Undispatch. The system changes the status of the request from Dispatched to Requested. You can now dispatch another truck or hydrant or use that particular truck or hydrant for another job.
4. Click Close.

Dispatching to fill stands

You can dispatch vehicles to fill stands.

1. From the FuelsManager Defense Dispatch application, click Operation, and then click Dispatch (F6).
2. Select the Servicing Unit and Personnel that you want to dispatch to the fill stand. Do not select a request under Jobs Awaiting.
3. Click Fill Stand.
4. Click Close.

Adding radios to your dispatch request

You can track the radios used in dispatch requests.

1. From the FuelsManager Defense Dispatch window, select the request.
2. Click Operation, and then click Dispatch (F6). The Dispatch dialog box appears.
3. Click Radio. The Radio Number dialog box appears.
4. Type the radio number and click OK. When you click Dispatch, the system adds this number to the request.

Dispatching operators on stand by

You can dispatch an operator who is on the stand by list.

1. From the FuelsManager Defense Dispatch window, select the request.
2. Click Operation, and then click Dispatch (F6). The Dispatch dialog box appears.
3. Under Personnel, double-click the name. The Change Operator Status dialog box appears.
4. Click In and then click OK.

Viewing flight line status

You can view a list of the operators, refueling equipment, and their on-hand inventories by viewing the flight line status. This is useful when you need know what resources are currently servicing fuel requests.

1. From the FuelsManager Defense Dispatch window, click Operation, and then click Flight Line (Ctrl+F3).
2. Click Close.

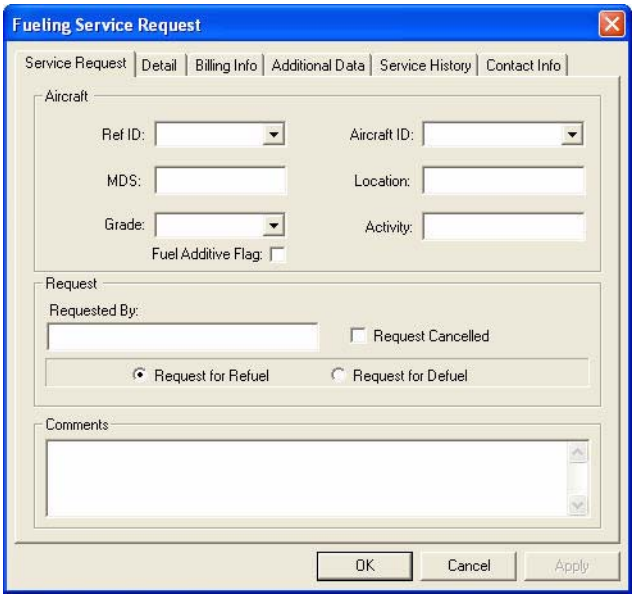
Viewing the Stand-by Status Board

Use the Stand-by Status Board to see the operators who are on the stand by list.

1. From the FuelsManager Defense Dispatch window, click Operation, and then click Stand By. The Stand-by Status Board dialog box appears and the operator's vehicle appears in the list.
2. Do one of the following:
   - Click Close.
   - Click Dispatch to open the Dispatch dialog box, and then change the operator's status to In before dispatching.

Entering fast log requests

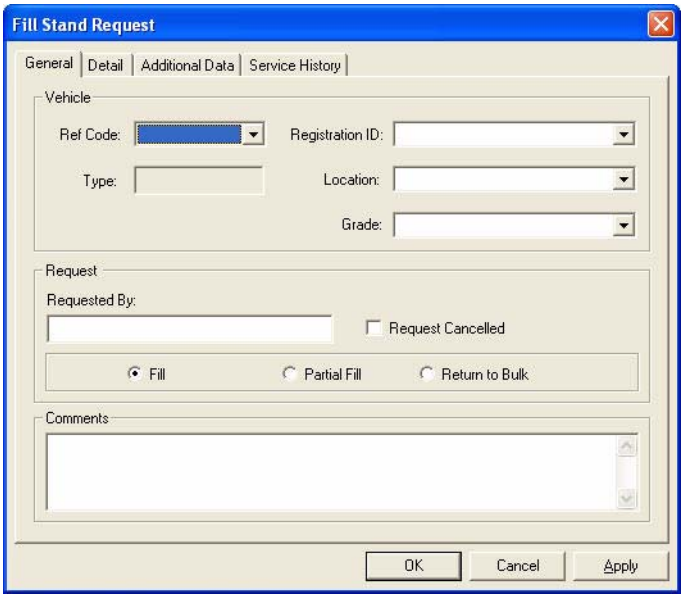
Use the Fast Log request option to enter all data for the fueling service, including dispatch information and fuel times. Typically, a Fast Log request is entered after the fueling operation is complete. You are not required to enter additional data for that operation. For more information on specific fields, see the "Fuel service request field descriptions" section.



1. From the FuelsManager Defense Dispatch application, click Operation, and then click Fast Log (F9). The Fueling Service Request dialog box appears.
2. Enter or select the Ref ID and press the Tab key. If the system recognizes the Ref ID, the Aircraft ID, MDS, and Grade fields are populated with data associated with that ID.
3. If needed, enter the Aircraft ID, MDS, Location, and select a Grade.
4. If needed, select the Fuel Additive Flag. This option designates a truck, hydrant, or aircraft that requires a fuel additive. For example, this can be either a +100 vehicle or a vehicle that requires +100 fuel service.
5. Under Request, enter the Requested By name.
6. If the job is a defuel request, select the Request for Defuel option. If it is a refuel request, accept the default Request for Refuel option.
7. Select the Detail tab and enter the Quantity, Registration ID, Operator, Radio Number (if a radio was used), and the Differential Pressure.
8. Select the Billing Info tab and enter a DODAAC.
9. Select the Service History tab and enter the time that the request was originally made.

10. To record the fuel times, clear the Ignore check boxes and enter the Request Date, Request Time, Dispatch Time, Arrival Time, Start Time, Stop Time, and Completion Time for the fueling service.
11. Select the Contact Info tab and enter the contact information for the requesting party.
12. Click Apply. Repeat these steps to add additional requests.
13. Click OK. The system closes the Fueling Service Request dialog box and adds the fast log request to the Dispatch grid.

Entering fast log fill stand requests



Use the Fast Log Fillstand option to enter all data for the fueling service, including dispatch information and fuel times. You also select from one of the three types of fill stand operations (Fill, Return to Bulk, and Partial Fill). Typically, a Fast Log Fillstand request is entered after the fueling operation is complete. For more information on specific fields, see the “Fill stand request fields” section.

1. From the FuelsManager Defense Dispatch application, click Operation, and then click Fast Log Fillstand (Shift + F9). The Fill Stand Request dialog box appears.

2. Select the Ref Code. If the system recognizes the Ref Code, the Registration ID and Type fields are populated with data associated with that code.
3. Select the Location and Grade.
4. Under Request, enter the Requested By name.
5. If needed, select the Request Cancelled check box. Selecting this option cancels the request.
6. Select the fill stand operation (Fill, Partial Fill, or Return to Bulk).

   Note The Partial Fill option is not available if you are editing the request.

7. If needed, type Comments to describe the transaction.
8. Select the Detail tab, enter the Quantity Transferred, and then press the Tab key. The system calculates the variance amount and populates the Variance field.
9. Enter or select the Operator, and then enter the Radio Number.
10. If needed, select the Additional Info tab and complete the Userdata fields.
11. Select the Service History tab and enter the time that the request was originally made.
12. To record the fuel times, clear the Ignore check boxes and enter the Request Date, Request Time, Dispatch Time, Arrival Time, Start Time, Stop Time, and Completion Time for the fueling service.
13. Click Apply. Repeat these steps to add additional requests.
14. Click OK. The system closes the Fill Stand Request dialog box and adds the fast log fill stand request to the Dispatch grid.

Fill stand request fields

Field	Description
General tab	
Ref Code	Four-digit reference identification of the plane or vehicle.
Registration ID	ID of the vehicle performing the fueling service.
Type	Vehicle type; defaults to the type based on the Ref Code.

Table 8-5: Fast log fill stand request fields

Field	Description
Location	Area where equipment is located for the fueling operation.
Grade	Fuel product ID.
Requested By	Department or person that requested the fueling service.
Request Cancelled	Checked if the request is cancelled.
Fill Stand Operations (Fill, Partial Fill, and Return to Bulk)	Identifies the fill stand operation. **Note** Partial fill is not available if you are editing the request.
Comments	Memo field for any additional comments you want to attach to the record.
Detail tab	
Quantity Transferred	Amount issued in the request.
Registration ID	ID of the vehicle performing the fueling service. Defaults from the Ref Code selected on the General tab.
Variance	Identifies the variance amount calculated by the system.
Operator	ID of the operator performing the fueling service.
Radio Number	Radio number assigned to the fueling operation.
Additional Data tab	
Userdata 9–24	Free-form fields that you can use to store any other type of data.
Service History tab	
Request Time	Time the transaction was created.
Dispatch Time	Time the operator and vehicle were assigned in Dispatch.
Arrival Time	Time the transaction was marked for arrival.
Start Time	Time the fueling service actually started.

Table 8-5: Fast log fill stand request fields (continued)

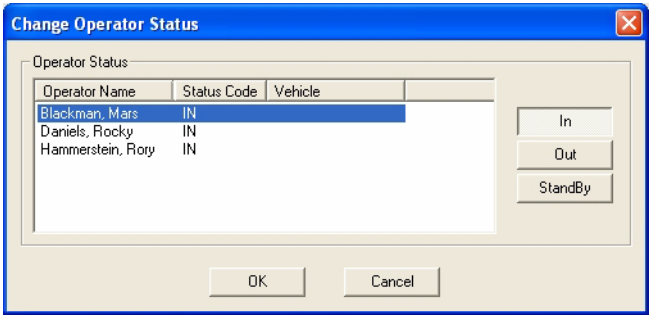
Field	Description
Stop Time	Time the fueling service actually stopped.
Completion Time	Time the job was completed and the operator leaves the service location.

Table 8-5: Fast log fill stand request fields (continued)

Operator's Status

You can change an operator's Status to In, Out, or Stand By.

- In means that the operator is available for dispatching.
- Out means that the operator is not available and possibly not on-site.
- Stand By means that the operator is not currently working, but is available for dispatching if needed. The operator's vehicle appears in the list.



Changing operator status to in or out

1. From the FuelsManager Defense Dispatch window, click Operation, and then click Change Operator Status (F5). The Change Operator Status dialog box appears.
2. Under Operator Status, select the operator.
3. Click In or Out to change the status as appropriate.
4. Click OK. The Change Operator Status dialog box closes.

Changing operator status to stand by

1. From the FuelsManager Defense Dispatch window, click Operation, and then click Change Operator Status (F5). The Change Operator Status dialog box appears.
2. Under Operator Status, select the operator.
3. Click Stand By. The Select Registration ID dialog box appears.
4. Select the Registration ID for the truck or hydrant that the operator is using.
5. Click OK.

Record request times

After you have entered a real-time request (Request Fuel or Transient) and dispatched a truck or hydrant to that request, you can record the response and fueling times. For more information about time requests, see the “Time recording shortcuts” section.

You are required to record times for fast log requests only if you left the Service History times in the Fueling Service Request dialog box blank.

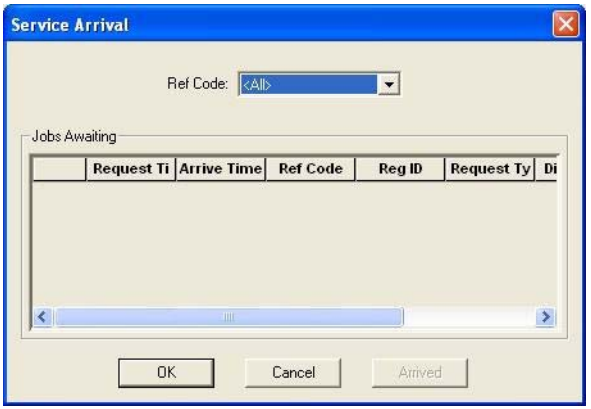
Setting time recording requirements

You can make entering Arrival, Start, and Stop times optional. This means that you only have to record a service completion after dispatching to the fuel request.

1. From the FuelsManager Defense Dispatch window, click Edit, and then click Optional Times. The Optional Times dialog box appears.
2. Under Select Optional Times to Use, select the Use Arrival Time, Use Start Time, and Use Stop Time check boxes to require those time recordings.
3. Clear the check boxes to make those time recordings optional.
4. Click OK.

Recording arrivals

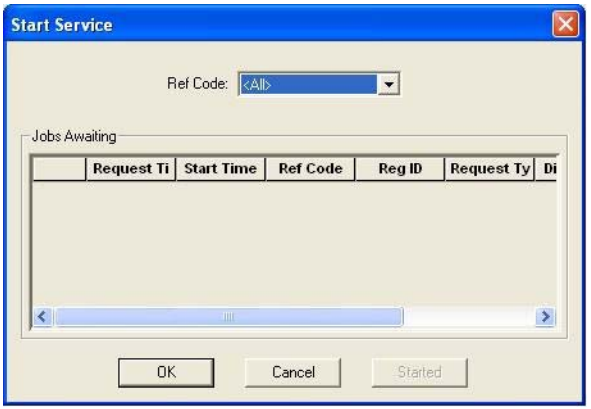
When operators check in and report that they have arrived on the site of a request, you can record the request’s arrival time.



1. From the FuelsManager Defense Dispatch window, select the request. The request must have a status of Dispatched.
2. Click Operation, and then click Arrival (F7). The Service Arrival dialog box appears.
3. Verify that the correct job is selected under Jobs Awaiting.
4. Click Arrived. Repeat this step to record additional arrivals.
5. Click OK. The system closes the Service Arrival dialog box and changes the status from Dispatched to Arrived.

Recording start service times

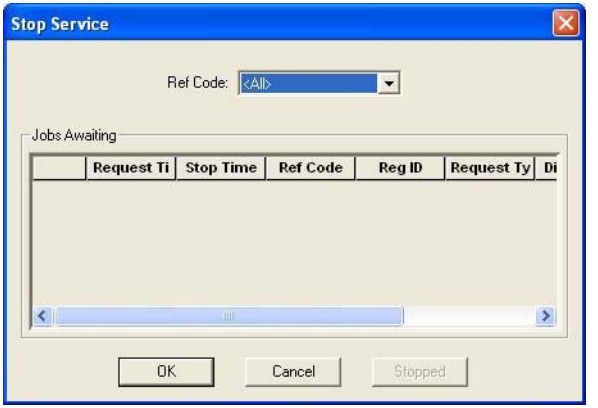
When operators check in and report that they have started the fueling service, you can record the Start Service time.



1. From the FuelsManager Defense Dispatch application, select the request. The request must have a status of Arrived.
2. Click Operation, and then click Start of Service (Ctrl+F7). The Start Service dialog box appears.
3. Under Jobs Awaiting, verify that the correct job is selected.
4. Click Started. Repeat this step to start additional requests.
5. Click OK. The system closes the Start Service dialog box and changes the status to Started.

Recording stop service times

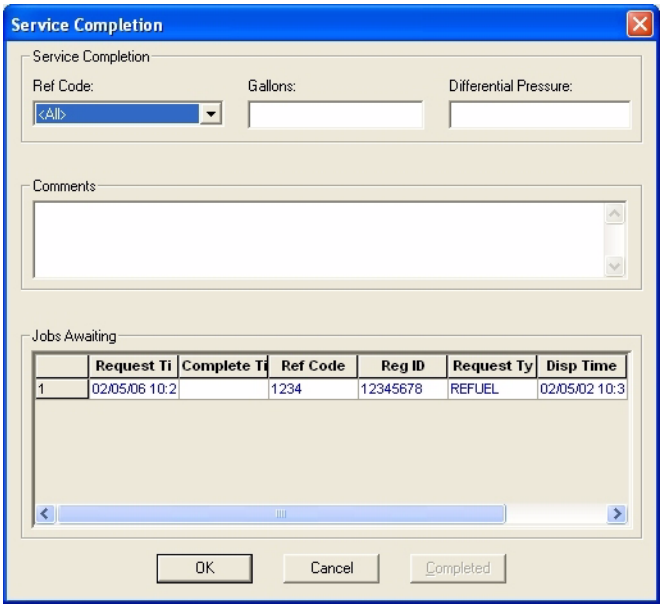
When the operator checks in and reports that the fueling has stopped, you can record a Stop Service request.



1. From the FuelsManager Defense Dispatch application, select the request. The request must have a status of Started.
2. Click Operation, and then click Stop of Service (Ctrl+F8). The Stop Service dialog box appears.
3. Verify that the correct job is selected under Jobs Awaiting.
4. Click Stopped. Repeat this step to record additional stop service requests.
5. Click OK. The system closes the Stop Service dialog box and changes the status to Stopped.

Recording service completions

When the operator reports that the service is complete, you can record the service completion. The service completion requires you to record more information about the transaction than the other time recordings.



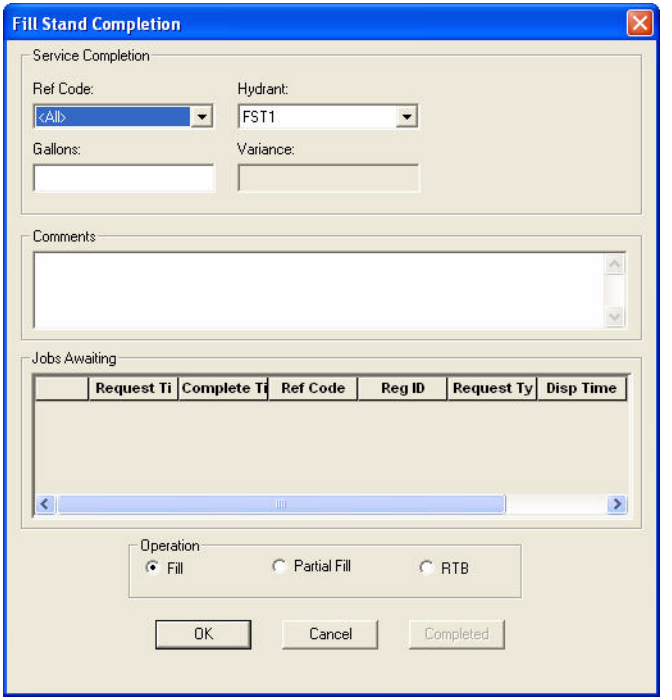
1. From the FuelsManager Defense Dispatch application, click Operation, and then click Service Completion (F8). The Service Completion dialog box appears.
2. Verify that the correct job is selected under Jobs Awaiting and that the completion time is accurate.
3. Under Service Completion, select the Ref Code (reference code).
4. Enter the Gallons used in the service.
5. If needed, enter the Differential Pressure.
6. Click Completed. Repeat this step to record additional requests as completed.
7. Click OK. The system closes the Service Completion dialog box, changes the status to Completed, and opens the Dispatch dialog box. For more information about using the dialog box, see the “Dispatch dialog box” section.

Recording fill stand completions

Fill stand completions require an additional step that is not required for service completions. When you enter a fill stand completion, you indicate whether the operation was a Fill, Return to Bulk, or Partial Fill.

Operation	Fill to Standard Mode	Fill to Actual Mode
Fill	Fills the truck to its maximum capacity.	Fills the truck to its actual capacity based on the existing volume and the transaction gallons.
Return to Bulk (RTB)	Empties the truck to zero gallons.	Empties the truck to the existing volume minus the transaction gallons.
Partial Fill	Fills the truck to its actual capacity based on the existing volume and the transaction gallons.	Not available in Fill to Actual mode.

Table 8-6: Fill stand operations



1. From the FuelsManager Defense Dispatch window, click Operation, and then click Fill Stand Completion (Shift + F8). The Fill Stand Completion dialog box appears.
2. Keep the default Ref Code selection. This code controls the vehicles that appear in the Jobs Awaiting list and defaults to view all of them.
3. Verify that the correct job is selected under Jobs Awaiting and that the completion time is accurate.
4. From the Hydrant list, select the fill stand that was used to fill the refueling unit.
5. Enter the Gallons of the transaction. The system calculates the variance.
6. Under Operation, select whether the operation was a Fill, Return to Bulk (RTB), or Partial Fill (if available).
7. Click Completed. If the variance is more than 2%, a message prompt appears. After three consecutive out-of-compliance fill stand requests, the system forces you to write a comment regarding the variance loss.
8. Click OK. The system completes the transaction and updates all the inventories.

Time recording shortcuts

Menu	Command	Shortcut Key	Shortcut Button	Description
Operation	Arrival	F7		Opens the Service Arrival dialog box, which you use to record an Arrival request.
Operation	Start of Service	Ctrl+F7		Opens the Start Service dialog box, which you use to record a Start of Service request.
Operation	Stop of Service	Ctrl+F8		Opens the Stop Service dialog box, which you use to record a Stop of Service request.
Operation	Service Completion	F8		Opens the Service Completion dialog box, which you use to record a Service Completion.

Table 8-7: Time recording shortcuts

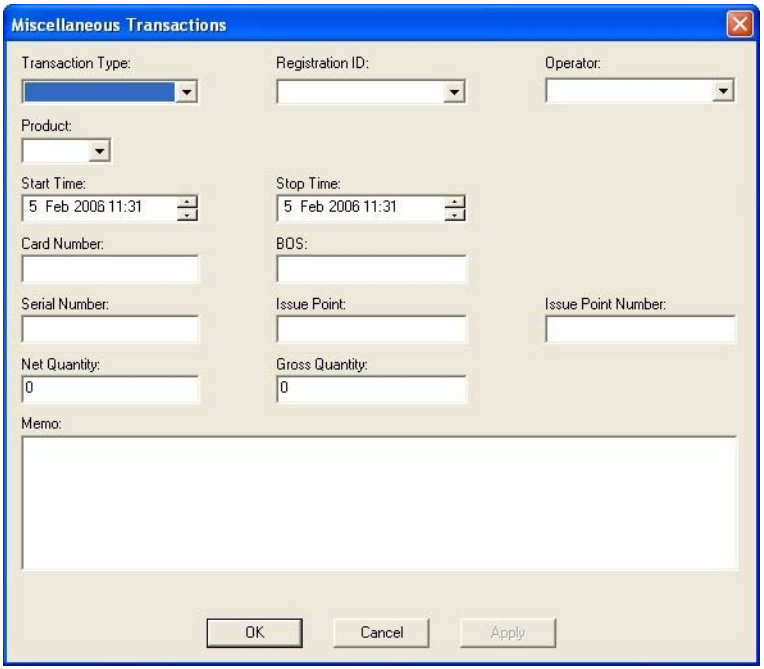
Recirculation

FuelsManager Defense automatically receives recirculation data from Automated Data Collection (ADC). You can manually enter recirculation entries in the Dispatch grid for the different types of recirculation types:

- Maintenance
- Quality Control
- Hose Pressure Test
- Other

Recirculation data appears in the Dispatch grid. It is not sent to the Accounting application.

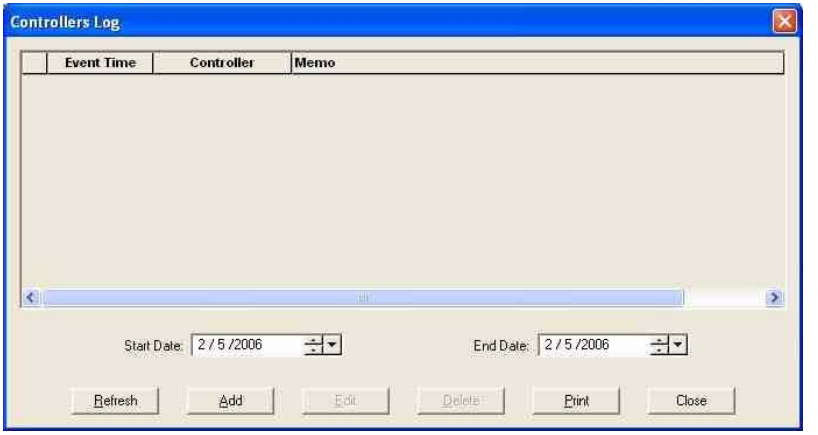
Manually entering recirculation data



1. From the FuelsManager Defense Dispatch, click Operation, and then click Recirculation. The Miscellaneous Transactions dialog box appears.
2. Select the Transaction Type, Registration ID, Operator, and Product.
3. Enter the Net Quantity and Memo (optional). The remaining fields are not required.
4. Click Apply. Repeat these steps to add additional transactions.
5. Click OK. The system updates the database with the transaction data.

Controllers Log

Controllers use this log to record any events that may have happened on their shift that is worth noting for other controllers or for future reference.



Changing date ranges

You can enter a different date range in the Start Date and End Date fields.

1. From the FuelsManager Defense Dispatch application, click Edit, and then click Controllers Log. The Controllers Log dialog box appears.
2. Select new dates in the Start Date and End Date fields. The selected Start Date must fall before the End Date.
3. Click Refresh. The Controllers Log list updates and displays the log entries for the new date range.
4. Click Close.

Adding Controllers Log entries

1. From the FuelsManager Defense Dispatch application, click Edit, and then click Controllers Log. The Controllers Log dialog box appears.
2. Click Add. The Controllers Log Entry dialog box appears.
3. Verify that the date and time are correct.

4. Type the Message and click OK. The system adds the log entry to the Controllers Log.
5. Click Close.

Deleting Controllers Log entries

1. From the FuelsManager Defense Dispatch application, click Edit, and then click Controllers Log. The Controllers Log dialog box appears.
2. Select the log entry you want to delete and click Delete. A message prompt appears.
3. Click Yes. The system deletes the log entry from the Controllers Log.
4. Click Close.

Editing Controllers Log entries

1. From the FuelsManager Defense Dispatch application, click Edit, and then click Controllers Log. The Controllers Log dialog box appears.
2. Select the log entry you want to edit and click Edit. The Controllers Log Entry dialog box appears.
3. Make any necessary changes to the entry and click OK.
4. Click Close.

Sending Files to Accounting (Closing Out Dispatch)

Use the Export to Accounting option to send completed transactions to the Accounting application. You can include this task as part of your daily operations. Consider sending completed transactions when there is a shift change, to record the transactions from each shift.

1. From the Dispatch application, click Operation, and then click Export to Accounting. The Dispatch Export dialog box appears.
2. Select the Start Date and End Date and then click Search. The system finds the transactions that occurred on those dates and displays them in the Transactions table.
3. Click Send File. A message prompt appears.
4. Click OK, and then click Close. The system sends the files to the Accounting application and the transactions appear in the Accounting ledgers.

Dispatch Reports

FuelsManager Defense contains the following Dispatch reports.

Report	Description
Common Request Item Activity Report	Lists activity for common request items including Reg ID, Transaction, and Gallons.
Common Request Item List Report	Lists the common request items. It includes each item's Registration ID, Ref ID, MDS, Product, DODAAC, Sup DODAAC, and Card Number.
Controllers Log Report	Lists the Date and Time, Controller, and Memo for all Controllers Log entries.
Equipment Activity Report	Lists the activity for refueling equipment by date. Includes the average gallons, fuel times, and totals.
Summary Report	Lists the hours in a 24-hour day, including Runs, Fill Stands, and Average Response Times for those hours. Also lists the Gallons Range for trucks and hydrants, including refueling and defueling statistics and averages as well as Transaction Grades, Quantity, and Runs.
Operator Activity (Daily) Report	Lists the daily activity for each operator.
Operator Activity (Summary Total) Report	Lists the daily activity for each operator, including Total Runs, Quantity, and Avg Response (average response).
Operator Activity (Total) Report	Lists the daily activity for each operator, including Runs, Quantity, Response Times, and Avg Response (average response).
Squadron Report	Lists the squadron activity, including Grade, Activity, Tech, Date, Buno, and Quantity.
Log Sheet Report	Lists all log sheet transactions for a selected day.

Table 8-8: Dispatch reports

Running reports

1. From the Dispatch application, click Reports and select the report to run. The Enter Parameters Values dialog box appears when a report requires a specific date or a date range.
2. Select the Date Range, including start and end dates.
3. Select or clear the Include value check box.
4. Select or clear No lower Bound or No upper Bound check boxes.
5. Click OK. The report appears and you can browse it and or print it.

FuelsManager Defense Dispatch Shortcuts

You can use shortcuts instead of the menu commands in many of the procedures listed in this section.

.

Command	Menu	Shortcut Key	Shortcut Button
Common Request Items	Edit, Common Request Items	None	
Controllers Log	Edit, Controllers Log	Ctrl+F9	
Operator	Edit, Operator	None	
Optional Times	Edit, Optional Times	None	None
Request Fuel	Operation, Request ReFuel	F2	
Transient	Operation, Transient	F4	
Fast Log	Operation, Fast Log	F9	
Fast Log Fillstand	Operation, Fast Log Fillstand	Shift+F9	

Table 8-9: Dispatch menu items and shortcuts

Command	Menu	Shortcut Key	Shortcut Button
Recirculation	Operation, Recirculation	None	None
Dispatch	Operation, Dispatch	F6	
Flight Line	Operation, Flight Line	Ctrl+F3	
Stand By	Operation, Stand By	None	
Arrival	Operation, Arrival	F7	
Start of Service	Operation, Start of Service	Ctrl+F7	
Stop of Service	Operation, Stop of Service	Ctrl+F8	
Service Completion	Operation, Service Completion	F8	
Fill Stand Completion	Operation, Fill Stand Completion	Shift+F8	
Relog	Operation, ReLog	Ctrl+F5	
Cancel	Operation, Cancel	Ctrl+F4	
Change Operator Status	Operation, Change Operator Status	F5	None
Set Date Range	Operation, Set Date Range	None	

Table 8-9: Dispatch menu items and shortcuts (continued)

Command	Menu	Shortcut Key	Shortcut Button
Total and Average	Operation, Total and Average	None	
Query	Operation, Query	None	

Table 8-9: Dispatch menu items and shortcuts (continued)

9 Web Accounting

Accounting Application

This section assumes that you belong to a FuelsManager Defense group that has view and modify rights for Accounting data.

Use the Accounting application to track base-level fuel transactions for your site. This application provides up-to-date fueling transaction data to help you manage your inventory.

Administrator types

There are two types of Administrator accounts in the FuelsManager Defense Accounting system: a Site Administrator and a Local Administrator.

Site Administrator

A Site Administrator maintains the Administrator user account, creates and maintain sites, and configures security policies for site-level users. When logged in as a Site Administrator, the Ledger, Upload, and Query options are not available; however, a Site Administrator at a regional location can log on as a Local Administrator to access these options.

Local Administrator

The Local Administrator handles administrative tasks such as the following:

- Editing data for the site.
- Entering users and assigning them to appropriate groups of users with similar security privileges.
- Defining security policies and configuring settings for passwords and user accounts.
- Defining equipment and equipment types.
- Entering and maintaining all other Reference Table data, including customers, contracts, and products.
- Defining contracts used with Shipment transactions.

Local Administrators also have the same rights that all other users do and can access and perform all tasks described in this section. DoD policy is that Local Administrators use two separate accounts when working with FuelsManager Defense. Use one account strictly for

administrative duties such as defining security policies. The second account should be used for performing daily duties, such as uploading files or posting transactions.

Getting Started

Before you can access any FuelsManager Defense Accounting data, you must log in as your site's Local Administrator. This gives you the permissions you need to add users to predefined groups at your site as well as set up your database. A Local Administrator is a user account that is assigned to a group that has all rights. For more information, see the "User Security" section.

Before logging on, make sure that your workstation has a compatible Web browser and that you are connected to the Internet or to your network's FuelsManager Defense network server. Accept the Department of Defense notice before you log on to the Accounting application.

FuelsManager Defense - [Accounting]
File Edit View Configuration Module Add-Ins Window Help
FuelsManager
Accounting
Dispatch
Equipment Status
Maintenance
Personnel
Quality Control
Training
Scheduler
Tank Inventory
FuelsManager® DEFENSE
Welcome
If you manage fuel at a defense facility, you know how crucial it is that all the individual elements of your operation work together smoothly. FuelsManager provides complete solutions for the defense industry from bulk storage operations to aircraft and vehicle refueling. All you need to do is decide what level of functionality your operation requires - from basic inventory accounting to a fully automated, real-time fueling information management system.
This website provides the user interface to manage storage facilities, airports and military bases by securely processing fuel-related transactions from the local to the enterprise level, including: sales, transfers, shipments, receipts, defuels, credits, orders, regrades, physical inventories, and adjustments.
Username:
Password:
Log On
Home | About Us | Support | Online Help
Varec

1. From the FuelsManager Defense application, click Module, and then click Accounting.
2. Enter your Username.

   If you are logging on as the initial Local Administrator, get the user name and password from the Site Administrator who added your site. The system prompts you to change your password after you log in for the first time and stores the last 24 passwords that you have used. Select a different password each time the system prompts you to change it.

3. Enter your personnel Password. The characters appear as dots.
4. Click Log On.

   The system logs you on to the FuelsManager Defense Accounting application and displays the FuelsManager Defense home page and main menu.

Changing passwords

The system prompts you to change your password after you log in for the first time. Use this procedure to reset or unlock passwords after the initial password change. Your user account becomes disabled if the password expires and you have not changed it.

Note Passwords for user accounts must have a minimum of nine characters and contain at least two numbers, two lower-case letters, two upper-case letters, and two nonalphanumeric characters such as &, (, +, or $.

1. From the main menu, click Reference Tables, and then click Change Password.
2. Type the Old Password.
3. Type the new password in the New Password and Confirm New Password fields.
4. Click Save, and then click Close.

Main Menu

The main menu appears at the top of the Web site. This menu remains static or in the same location regardless of the option you are accessing.

FuelsManager Defense Database

If you are a new user to the FuelsManager Defense Accounting system, you need to take some specific steps to set up your database.

This section outlines the steps necessary to setup your local FuelsManager Defense database so you can begin using FuelsManager Defense Accounting.

It is assumed that your site has already been created in the FuelsManager Defense database. If you do not have a username, password, and site name, contact the Site Administrator.

- Edit your site setup to define the engineering units and data precision required at your local FuelsManager Defense facility. For more information, see the “Editing local sites” section.
- Define the products used by your local site. For more information, see the “Adding new products” section.

User Security

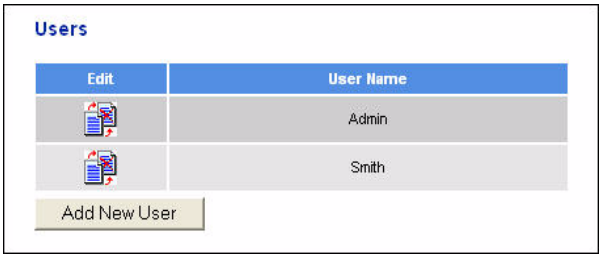
Before users can access the system and do their work, you must complete the following security tasks:

- Configure security policies for user passwords.
- Create user accounts so that staff members can access the system.
- Assign users to functional groups.

User accounts

You must create a unique user account, which includes a user name and a password, for each user who accesses the FuelsManager Defense system. Users cannot access the applications unless a valid account has been created for them. Strong security settings must be enabled for FuelsManager Defense. Passwords must have a minimum of nine characters and contain at least two numbers, two lower-case letters, two upper-case letters, and two nonalphanumeric characters such as &, (, +, or $. All user account settings are established per JTF-GNO Communication Tasking Order 06-02, with the additional requirement that passwords be set to expire every 60 days.

DoD policy is that administrators use two separate accounts when working with FuelsManager Defense. Use one account strictly for administrative duties such as defining security policies. The second account should be used for performing daily duties, such as uploading files or posting transactions.



Adding user accounts

Use this procedure to add new users in the Accounting application.

1. From the main menu, click Reference Tables, and then click Users.
2. Click Add New User.
3. Type the User Name. The name can include up to 30 characters.
4. Type the password in the Password and Confirm Password fields. The password appears as dots.
5. Click Add, and then click Close. The system adds the user to the database.

Setting user passwords

Use this procedure to change user passwords in the Accounting application.

1. From the main menu, click Reference Tables, and then click Users. The list of existing users appears.
2. In the Users list, select a user and click Edit.
3. Type the password in the Password and Confirm New Password fields. The password appears as dots.
4. Click Save, and then click Close.

Deleting users

Use this procedure to delete users from the Accounting application.

> **Note** The Local Administrator must delete user accounts for personnel no longer assigned to the site (PCS).

1. From the main menu, click Reference Tables, and then click Users. The list of existing users appears.
2. In the Users list, select a user and click Edit.
3. Click Delete. A message prompt appears.
4. Click OK.

Enabling and disabling users

Use this procedure to enable or disable a user account in the Accounting application.

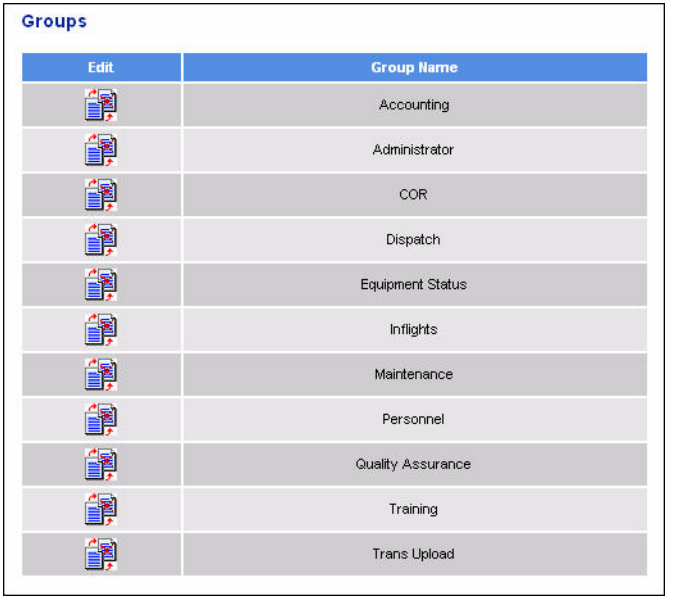
> **Note** The Local Administrator must disable user accounts for personnel going TDY.

1. From the main menu, click Reference Tables, and then click Users. The list of existing users appears.
2. In the Users list, select a user and click Edit.
3. If enabling a user, type the password in the Password and Confirm New Password fields. The password appears as dots.
4. As needed, select or clear the Disabled check box.
5. Click Save, and then click Close.

Groups

After you create user accounts, you assign them to predefined functional groups such as “Accounting” or “Dispatch.” Some users may belong to one or more groups; however, a user must be assigned to at least one group to use the application. A message prompt appears if a valid user who is not a member of any group tries to log on to the

Accounting application. A group should reflect a practical division of responsibilities among the people who use the FuelsManager Defense system. For more information, see the “Permissions” section. Maintain a list of personnel (users) with the specific permissions (groups) assigned per their duties.



Assigning users to groups

Use this procedure to assign users to groups.

1. From the main menu, click Reference Tables, and then click Groups. The list of predefined groups appears.
2. Click Edit next to the Group Name. A list of available users for that group appears.
3. In the Available Users list, select the user, and then click Assign. The user moves to the Assigned Users list for that group.
4. Click Submit. The system updates the database and returns to the Groups list.

Removing users from groups

Use this procedure to remove users from groups.

1. From the main menu, click Reference Tables, and then click Groups. The list of predefined groups appears.

2. Click Edit next to the Group Name. A list of available users for that group appears.
3. In the Assigned Users list, select the user, and then click Remove. The user moves to the Available Users list for that group.
4. Click Submit. The system updates the database and returns to the Groups list.

Security policies

In FuelsManager Defense, you must set security policies to control the following:

- Maximum time that a password is in effect (60 days)
- Maximum number of failed log in attempts (3)
- Strong password requirements (selected)

Configuring security policies

Use this procedure to configure security policies in the Accounting application.

1. From the main menu, click Reference Tables, and then click Security Policies. The Security Policies settings appear.
2. Click Change Settings. The Settings page appears.
3. Set the Maximum Password Age in days to 60. This number represents the maximum number of days that a password is in effect.
4. Set the Account Lockout Threshold to 3. This number represents the maximum number of consecutive failed login attempts that a user can have before being denied access to the system.
5. Select Required Strong Passwords. The system applies the settings for following strong passwords. Passwords must have a minimum of nine characters and contain at least two numbers, two lower-case letters, two upper-case letters, and two nonalphanumeric characters such as &, (, +, or $.
6. Click Save, and then click Close.

Reference Tables

In addition to managing users, groups, and security policies, you use the reference tables to define products, customer accounts, and contracts and to configure the units for the site. Typically these items are configured only once.

Products

Use the Products submenu command to define the products available for each individual site. Users with the appropriate permissions can add, edit, or delete products for a site. For more information, see the "Product field descriptions" section.

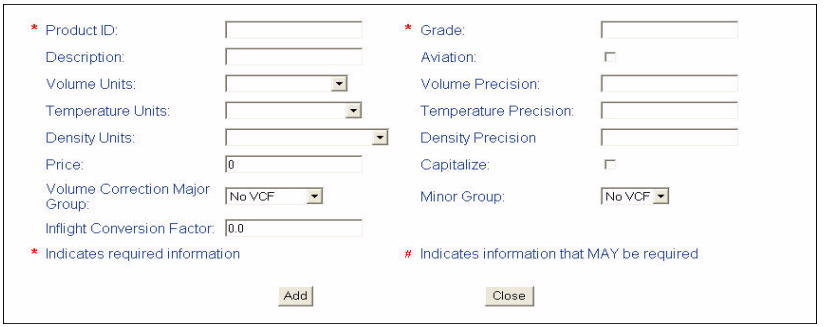
Product field descriptions

Field	Description
Product ID	Name by which the fuel is known; also the National Stock Number (NSN).
Grade	A unique three-digit code that identifies the product across the entire enterprise.
Description	A description of the product.
Aviation (check box)	If selected, identifies the product as an aviation fuel. Used to distinguish between aviation and ground fuels.
Volume Units	Engineering units to be used when displaying the volume data for this product.
Volume Precision	Number of decimal places to be shown when displaying volume data for this product.
Temperature Units	Engineering units to be used when displaying the temperature for this product.
Temperature Precision	Number of decimal places to be shown when displaying temperature data for the product.
Density Units	Engineering units to be used when displaying the density data for this product.

Table 9-1: Product field descriptions

Field	Description
Density Precision	Number of decimal places to be shown when displaying density data for this product.
Price	Dollar figure per unit of volume for this product (for example, 1.5 with volume units of U.S. Gallon means $1.50 / per gallon).
Capitalize	Determines whether the transactions are processed to the Fuels Enterprise Server (FES) hub. Also generates the automated End of Month (EOM) close out routine.
Volume Correction Major Group	Defines the volume correction technique, based on international standards such as American Petroleum Institute (API), to be used in the calculation of standard density and standard volume. Since the volume of the product in a tank varies with the temperature and density, a correction technique is needed to correct for variations in temperature and density of the product. The goal is to calculate a Volume Correction Factor (VCF) and to use this factor to calculate standard volumes from measured volumes.
Minor Group	Corresponding volume correction method for the technique or standard.
Inflight Conversion Factor	Defines the pounds (lbs) per gallon conversion factor used by tankers. Converts pounds entered in Inflight transactions to gallons. Required for Inflight transactions. Examples: JP5 = 6.8, JP8 = 6.7.

Table 9-1: Product field descriptions (continued)



Adding new products

1. From the main menu, click Reference Tables, and then click Products. A list of current products appears.
2. Click Add New Product. The Products page appears.
3. Enter the Product ID, Grade, Description, Aviation (check box), Volume Units, Volume Precision, Temperature Units, Temperature Precision, Density Units, Density Precision, Price, Volume Correction Major Group, and Minor Group.
4. Select the Aviation check box if the product is to be used for aviation. Leave this field blank for ground fuel.
5. Select the Capitalize check box if the product is capitalized.
6. If needed, enter the Inflight Conversion Factor. This factor is required for processing Inflight transactions.
7. Click Add. The system adds the new product to the database.

Editing existing products

1. From the main menu, click Reference Tables. A list of current products appears by default.
2. Click the Edit icon next to the product you want to edit.
3. As needed, edit the product.
4. Click Save. The system saves the changes in the database.

Deleting existing products

1. From the main menu, click Reference Tables, and then click products. A list of current products appears by default.
2. Select the Edit icon next to the product you want to delete. The Products page appears.

3. Click Delete. A message prompt appears.
4. Click OK. The system deletes the product.

Customer accounts

Use the Customer Accounts submenu command to keep records of billing information for AFSS or MAFSS customers. When a FuelsManager Defense Accounting user uploads an AFSS or MAFSS file, the system compares the incoming Registration IDs with this table. If the system finds a match, the system uses the corresponding customer account as the billing information.

AFSS or MAFSS transactions that do not have matching records in this table use the billing data from the file. Customer accounts are only used for AFSS or MAFSS customers.

Adding customer accounts

1. From the FuelsManager Defense main menu, click Reference Tables, and then click Cust Accts. A list of current accounts appears by default.
2. Click Add New Customer Account.
3. Enter the Registration ID. This must match the registration IDs that will be included in any corresponding AFSS or MAFSS transactions for this customer.
4. Complete the remaining fields.
5. Click Add. The system adds the customer to the Customer Accounts table and prompts you to enter a new record.
6. Enter a new account or click Close to return to the list of accounts.

Editing customer accounts

1. From the FuelsManager Defense main menu, click Reference Tables, and then click Cust Accts. A list of current accounts appears by default.
2. Find the customer account record you want to edit and click the corresponding Edit icon.
3. Make the necessary changes and click Save. The system updates the information in the Customer Accounts table and returns to the list of accounts.

Deleting customer accounts

1. From the main menu, click Reference Tables, and then click Cust Accts. A list of current accounts appears by default.

2. Find the customer account record you want to delete and click the corresponding Edit icon.
3. Click Delete. A message prompt appears.
4. Click OK. The system deletes the record from the Customer Accounts table and returns to the list of accounts.

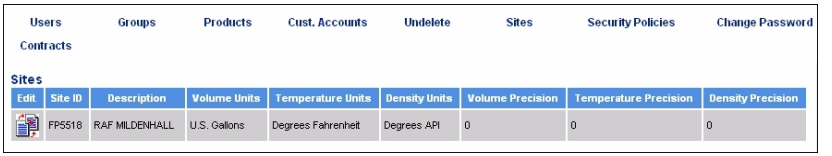
Undeleting transactions

The Undelete Reference table includes a check box that you can select to show deleted transactions in your ledgers, making them available to undelete.

1. From the main menu, click Reference Tables, and then click Undelete. The Undelete page for viewing mode appears.
2. Select or clear the Undelete check box, and then click Set Viewing Status. To undelete a transaction, make sure this check box is selected.
3. Edit the transaction you want to undelete and click the Undelete button.

Sites

A location may have either a Site Administrator or a Local Administrator. The Site Administrator creates new sites and assigns a single administrative user to that site. This user, the Local Administrator, subsequently creates all the reference table data used by local users and the FuelsManager Defense Base Level Application. Before you modify sites information, contact the Help Desk in Atlanta at DSN 697-6733 or at the toll-free number 1-800-446-4950.



Site field descriptions

Field	Description
Site ID (DODAAC)	Unique identifier for the site.
Description	Describes the site.

Table 9-2: Site field descriptions

Field	Description
Volume Units	Engineering units for the volume data for this site. **Note** You can override this value on a product-by-product basis. For more information, see the “Products” section.
Volume Precision	Number of decimal places to show for the volume data for this site. **Note** You can override this value on a product-by-product basis. For more information, see the “Products” section.
Temperature Units	Engineering units to use when displaying the temperature data for this site.
Temperature Precision	Number of decimal places to show when displaying temperature data for this site.
Density Units	Engineering units to be used when displaying the density data for this site. **Note** You can override this value on a product-by-product basis. For more information,see the “Products” section.
Density Precision	Number of decimal places to be shown when displaying density data for this product.
Configure Email	Not required for end-of-month reporting. Leave blank.
Email Server	Not required for end-of-month reporting. Leave blank.
Email User ID	Not required for end-of-month reporting. Leave blank.
Email Password	Not required for end-of-month reporting. Leave blank.
Email From Address	Not required for end-of-month reporting. Leave blank.
Email Sender Name	Not required for end-of-month reporting. Leave blank.
Regional Site	Not required for end-of-month reporting. Leave blank.

Table 9-2: Site field descriptions (continued)

Editing local sites

The Local Administrator uses the Sites reference table to define system-wide defaults for that particular location. When selecting this link, the only site available to the Local Administrator is the local site. The Local Administrator can edit the configuration of that particular site only.

1. From the main menu, click Reference Tables, and then click Sites. A list of current sites appears.
2. Click the Edit icon next to the site name that you want to modify.
3. Modify the site to contain the correct units and precision for volume, temperature, and density. The Configure Email options are not required for end-of-month reporting. Leave these fields blank. For more information, see the "End of Month (EOM) process" section.
4. Click Save. The system adds the changes to the database.

Creating new sites

The Site Administrator is the only user who can create a new site.

1. From the main menu, click Reference Tables, and then click Sites. A list of current sites appears.
2. Click the Add New Site button (available only for Site Administrators).
3. Enter the required site information, including the username and password for the Local Administrator.
4. Click Save. The system adds the new site to the database.

Contracts

The Contracts table stores the data that is required to produce shipping documents generated in the Shipment transaction. You use the Shipment transaction to generate DD Form 1348-7 (DoD Milspets Single Line Item Requisition/Release/Receipt Document), which records shipments. For more information about generating shipping documents, see the "Shipment" and "Processing fuel shipments" sections.

> **Note** The Contracts table is used only by locations that are required to generate shipping documents.

To maintain the Contracts table, you must complete the following tasks:

- Add a new contract to the table.
- Add line items to the contract.
- Add routing entries to the contract.
- Edit an existing contract as needed.
- Delete contracts that are no longer needed.

Contract field descriptions

Field	Description	Data required
Contract	Identifies the contract. Can include up to seven alphanumeric characters, no spaces. Required to generate shipping documents in the Shipment transaction. **Note** DFSP shipments do not require contracts.	Required
Customer Name	Identifies the customer. Can include up to 50 characters.	Required
Start Date	Starting date for the contract. Format is mmddyyyy. Examples: 11/19/2005, 01/06/2006, 10/07/2006.	Required
End Date	End date for the contract. Format is mmddyyyy. Examples: 11/19/2005, 01/06/2006, 10/07/2007.	Required
Address 1:	Customer's address. Can include up to 50 characters.	Not Required
Address 2:	Supplemental address information.	Not Required

Table 9-3: Contract field descriptions

Field	Description	Data required
Address 3:	Supplemental address information.	Not Required
City	Name of the city.	Not Required
State	Name of the state.	Not Required
Zip	Zip code.	Not Required
Point of Contact	Name of the contact person.	Required
Phone	Customer phone number.	Not Required
Email	Customer email address.	Not Required
Seller DODAAC	Account code from which the fuel is requisitioned. Defaults to the site name.	Required
Supp DODAAC	Supplemental account code number of the buyer.	Not Required
RID (Routing Instruction Notes)	Codes used on Route Orders to identify conditions and stipulations required. Can include up to three characters.	Not Required
Customer DODAAC	Account code number for the customer. Includes six alphanumeric characters.	Required
Attention To	Person to whom the contract is addressed.	Not Required
RIC From	Route Identification Code. Can include up to 10 characters.	Not Required
Additional Info	Lists additional information that appears on the shipping document. Can include up to 1000 characters. Appears as an asterisk * on the Contracts table.	Not Required
Notes	Lists comments that appear on the contract. Can include up to 1000 characters.	Not Required

Table 9-3: Contract field descriptions (continued)

Contract Line Items and Routing Entries field descriptions

Field	Description	Data required
CLIN	Identifies a specific contract line item number that corresponds to the grade of fuel on the contract. Required to generate shipping documents in the Shipments transaction. **Note** DFSP shipments do not require contracts.	Required
Grade	Grade of fuel represented by a three-character code. Must be defined in the Products table.	Required
Amt Auth	Amount authorized.	Not Required
Unit Price	Per unit price.	Not Required
RTORD	Shipping instructions issued by the Military Surface Deployment and Distribution Command Operations Center or Theater Commander that specify the mode of transportation, carrier(s) to move the shipment, rate, minimum shipment weight, tariff, or tender authority. The Route Order Number is created in the Contracts database. You must select a valid contract before you select the Route Order Number. The Route Order Number then appears in the Route Order field on DD Form 1348-7.	Conditional see Description
DFSP Name	Name of DFSP.	Not Required
Address	DFSP address.	Not Required
Address 2	Supplemental address information.	Not Required
City	Name of the city.	Not Required
State	Name of the state.	Not Required
Zip	Identifies the zip code.	Not Required
POC Name	Point of contact name.	Not Required
POC Phone	Point of contact phone number.	Not Required

Table 9-4: Line Items and Routing Entries field descriptions

Adding new contracts

1. From the main menu, click Reference Tables, and then click Contracts. The Contracts table appears.
2. Click Add New Contracts. The Contracts page, which includes Contract Line Items and Routing Entries tables, appears.
3. Enter the contract information. An asterisk * marks the fields that are required to add the contract. For specific field descriptions, see the “Contract field descriptions” section.
4. Do you want to add line items to the contract?
   - If yes, go to the “Adding contract line items” procedure.
   - If no, click Add.
5. Add another contract, or click Close. The system adds the contract(s) to the Contracts table.

Adding contract line items

Line items are specific products and amounts added to the contract.

1. In the Contract Line Items section, type the contract line item number.
2. Click the drop-down arrow next to Grade and select a fuel grade.
3. Enter the amount that is authorized for the item and the Unit Price.
4. Do you want to add additional line items?
   - If yes, click Add Line Items and repeat steps 1 through 3.
   - If no, go to the “Adding routing entries” procedure.

Adding routing entries

Routing entries represent the location from which the product is shipped.

1. In the Routing Entries section, complete any fields needed to record the routing entry number.
2. Do you want to add additional routing entries?
   - If yes, click Add Routing Entry. A row appears in the Routing Entries table.
   - If no, click Add (if you have not already added the contract) or click Close.

Editing contracts

1. From the main menu, click Reference Tables, and then click Contracts. The Contracts table appears.
2. Locate the contract to edit and click the Edit icon. The Contracts page appears.
3. As needed, edit the contract information.
4. Go to the Contract Line Items section and add or delete line items as needed. To delete a line item, click the X button.
5. Go to the Routing Entries section and add or delete routing entries as needed. To delete a routing entry, click the X button.
6. Click Save, and then click Close.

Deleting contracts

Use this procedure to delete contracts that are no longer needed. You cannot delete contracts that are associated with active transactions. The Delete button appears dimmed and is unavailable if the contract is linked to a transaction that is in use.

1. From the main menu, click Reference Tables, and then click Contracts. The Contracts table appears.
2. Locate the contract to delete and click the Edit icon. The Contracts page appears.
3. Verify that this is the contract to delete, and then click Delete. A message prompt appears.
4. Click OK. The Contracts table appears.

Daily Transaction Processing

This section describes the sequence of steps necessary to process daily accounting transactions. The table below lists the required steps in sequential order and refers to sections where you can find detailed information about each step.

Step	Action	Reference
1	Enter daily transactions.	see the “Adding new transactions” section IAW DESC Policy and Procedures
2	Upload any AFSS/MAFSS transactions on a daily basis.	see the “Importing AFSS and MAFSS files” section see the “Uploading AFSS or MAFSS files into Accounting” section
3	Review daily transactions for accuracy and completeness by grade.	see the “Viewing transactions for a specific day” section see the “Viewing ledgers” section
4	Review daily ledger totals by grade for accuracy.	see the “Viewing transactions for a specific day” section
5	Create the ACCOUNT.SND file.	see the “Creating ACCOUNT.SND files” section
6	Upload the ACCOUNT.SND file to the Fuels Enterprise Server (FES).	see the “Creating ACCOUNT.SND files” section
7	Review the FES ledger (by product) and compare it to the FuelsManager Defense ledger.	“FES Seller” section
8	Review the FES reject table if the ledgers are not identical.	“FES Seller” section
9	Upload the FES error file (.err) into FuelsManager Defense if rejects or errors appear in the table.	see the “Upload error transactions to Accounting” section
10	Correct all transactions that are in error.	see the “Editing transactions” section see the “Deleting existing transactions” section

Table 9-5: Daily transaction processing

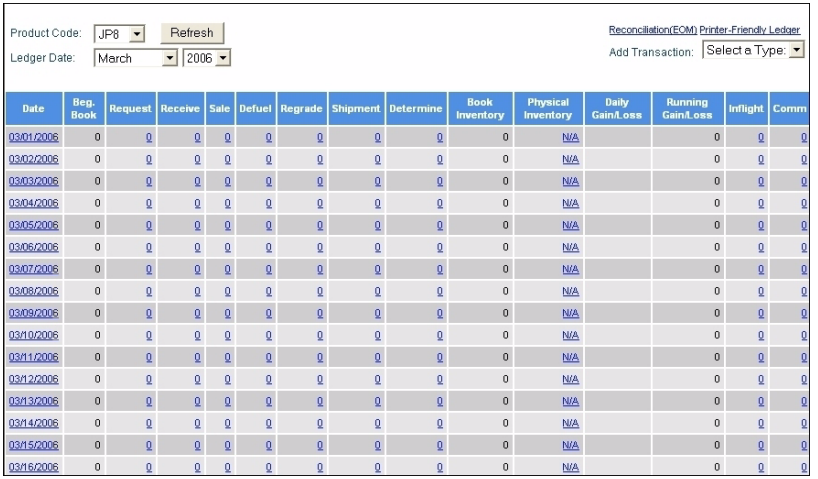
Step	Action	Reference
11	Repeat steps 5 through 9 until there no longer are any rejected transactions. If you need assistance with clearing a reject, contact the Help Desk.	see the “Editing transactions” section see the “Creating ACCOUNT.SND files” section see the “Upload error transactions to Accounting” section
12	If both ledgers are identical, daily transaction processing is complete.	see the “Viewing ledgers” section “FES Seller” section

Table 9-5: Daily transaction processing

Ledger Transactions

The Ledger table displays product transactions by individual day and transaction type. The ledger defaults to show the current month and the first product entered in the Products table. Each product in the database has its own monthly ledger. Each row in a ledger represents a day, each column represents a transaction type (such as Sale, Request, or Receive), and each cell displays the quantity of product used on the corresponding date and transaction type.

For example, to see how much product was used for Sales transactions on the 17th, find the row for that date and the Sale column and look at the intersecting cell. That cell shows you the total sales for the product for that day.



Date	Beg. Book	Request	Receive	Sale	Defuel	Regrade	Shipment	Determine	Book Inventory	Physical Inventory	Daily Gain/Loss	Running Gain/Loss	Inflight	Comm
03/01/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/02/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/03/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/04/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/05/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/06/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/07/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/08/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/09/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/10/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/11/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/12/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/13/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/14/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/15/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/16/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0

Viewing ledgers

- From the FuelsManager Defense main menu, click Ledger. The default ledger appears.

The ledger defaults to the current month and year and to the same product each time you open it.

Viewing months

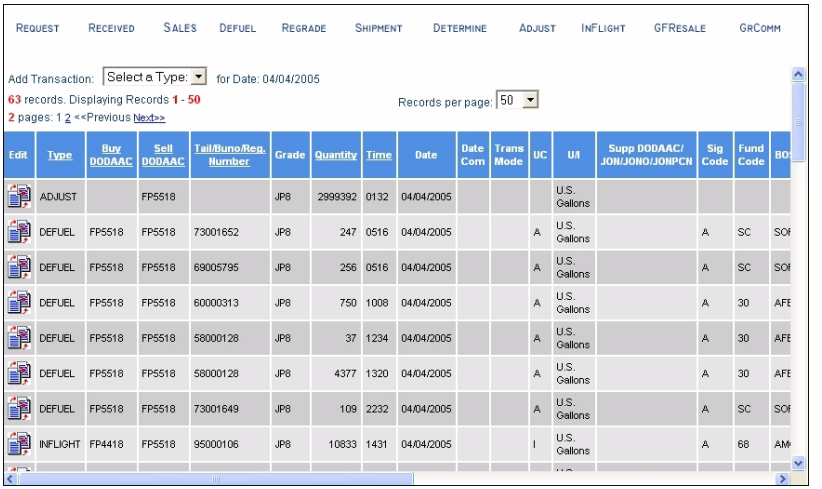
1. From the Ledger table, select a new month and year in the Ledger Date list boxes.
2. Click Refresh. The page refreshes with the selected month and year.

Viewing products

1. From the Ledger table, select a product in the Product Code list box.
2. Click Refresh. The Web page displays the ledger for that product.

Viewing transactions for a specific day

The ledger provides a view of the current month's transactions broken down by day. You can view a more detailed list of transactions for a day.


REQUEST RECEIVED SALES DEFUEL REGRADE SHIPMENT DETERMINE ADJUST INFLIGHT GFRESALE GRCOMM
Add Transaction: Select a Type: for Date: 04/04/2005
63 records. Displaying Records 1 - 50
2 pages: 1 2 <<Previous Next>>
Records per page: 50
Edit Type Buy DODAAC Sell DODAAC Tail/Buno/Reg. Number Grade Quantity Time Date Date Com Trans Mode UC UI Supp DODAAC/ JON/JONO/JONPCN Sig Code Fund Code
ADJUST FP5518 JP8 2999392 0132 04/04/2005 U.S. Gallons
DEFUEL FP5518 FP5518 73001652 JP8 247 0516 04/04/2005 A U.S. Gallons A SC
DEFUEL FP5518 FP5518 69005795 JP8 256 0516 04/04/2005 A U.S. Gallons A SC
DEFUEL FP5518 FP5518 60000313 JP8 750 1008 04/04/2005 A U.S. Gallons A 30
DEFUEL FP5518 FP5518 58000128 JP8 37 1234 04/04/2005 A U.S. Gallons A 30
DEFUEL FP5518 FP5518 58000128 JP8 4377 1320 04/04/2005 A U.S. Gallons A 30
DEFUEL FP5518 FP5518 73001649 JP8 109 2232 04/04/2005 A U.S. Gallons A SC
INFLIGHT FP4418 FP5518 95000106 JP8 10833 1431 04/04/2005 I U.S. Gallons A 68

- From the appropriate product ledger, locate the date you want to view and click it. The Web page refreshes and displays a table of transactions that occurred on that day.

Editing transactions

1. From the Ledger table, click the date of the transaction. The Web page refreshes and displays the day's transactions.
2. Find the transaction you want to edit and click the corresponding Edit icon. The transaction appears in editable form.
3. Make the changes that are necessary. For more information, see the "Transaction Types" section.
4. Click Save and then click Close.

Deleting existing transactions

You can delete transactions from the ledger. This can be useful if you have duplicate transaction entries made by two different people or if a transaction was entered in error.

1. From the Ledger table, click the date of the transaction.
2. Locate the transaction in the table and click the Edit icon next to the transaction. The transaction appears in editable form.
3. Click Delete. A message prompt appears.
4. Click OK. The system returns to the previous view and deletes the transaction.

Sorting and filtering transactions

When viewing transactions for a single day, you can modify the order of the list and sort it by field. From the single day transactions, click one of the following column headings to resort the list:

- Transaction type
- Buyer's DODAAC
- Seller's DODAAC
- Tail/Registration Number
- Quantity
- Time

Sorting transactions based on field descriptions

Follow the steps to view transactions from a single day

1. Click the column heading you want to sort. The page refreshes and displays the list in ascending order based on the column heading.
2. Click the column heading again to change the sort order to Descending. Click the column heading to change the order to Ascending.

Filtering the transactions by type

Transactions can be filtered to show only a particular transaction type using the pre-defined filters found at the top of the single day transaction page.

1. Follow the steps to view transactions from a single day.
2. Click the transaction type above the list of transactions. The Web page refreshes with the list of transactions of the type you selected.

Adding new transactions

Many of your transactions are automatically entered from the Dispatch application or through the Upload feature. You can also add new transactions from the ledger or single day transactions listing. For more information, see the “Dispatch” and the “Importing AFSS or MAFSS Files into FuelsManager Defense” sections.

You can add a transaction while viewing either the ledger or the single day transaction pages. The control to add a transaction is located above the list of transactions on the left side of the window.

1. From the Ledger table or single day listing, locate the Add Transaction list box and select the transaction type you want to enter. The Add Transaction form appears.
2. Enter the required information for the transaction. For specific field information and requirements, see the “Transaction Types” section.
3. Click Add. The system adds the transaction to the ledger.

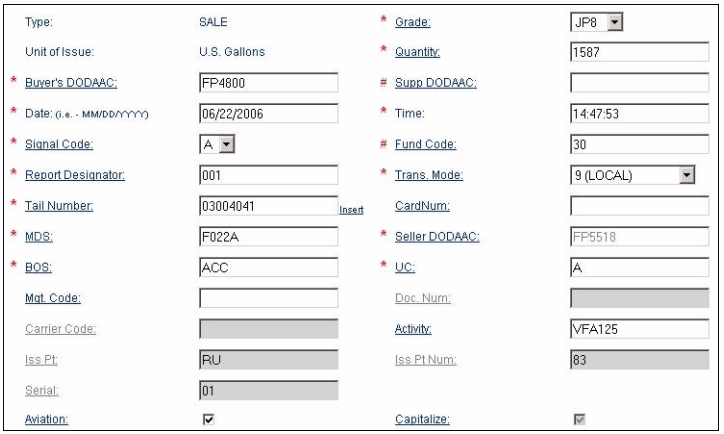
Transaction Types

There are 11 different types of transactions in FuelsManager Defense. Each of these can be viewed, created, edited, and deleted in Accounting. The available types of transactions are listed as follows:

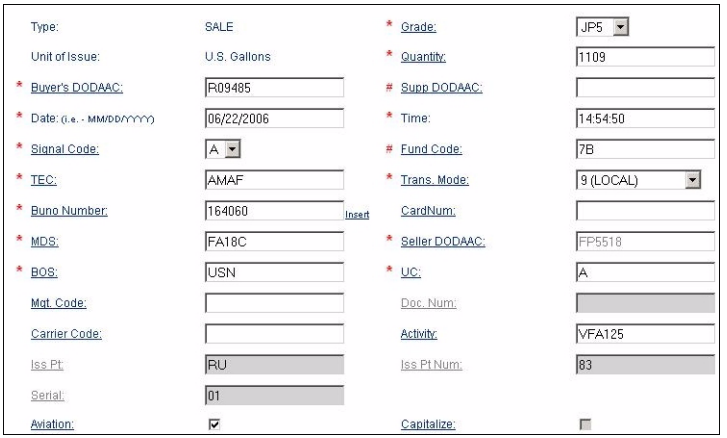
- Sale – Records the sale of product to a consumer.
- Defuel – Records the return of fuel from a consumer for credit.
- Request – Records a request for fuel from an off-site supplier through ports.
- Receive – Records the receipt of fuel from an off-site supplier.
- Regrade – Records a change of product type, typically a downgrade or additive.
- Reissue – Records the secondary sale of product from a consumers inventory. The units of issue are determined by the configuration of the local site.
- Inflight – Records fuel that is transferred during inflight refueling. The units of issue are determined by the configuration of the local site.
- Adjust – Records the physical inventory of the fuel.
- Shipment – Records the transfer of fuel from one site to another.
- Determine – Records gains and losses.
- Commercial – Records fuel that is purchased off site.

Sale and Defuel

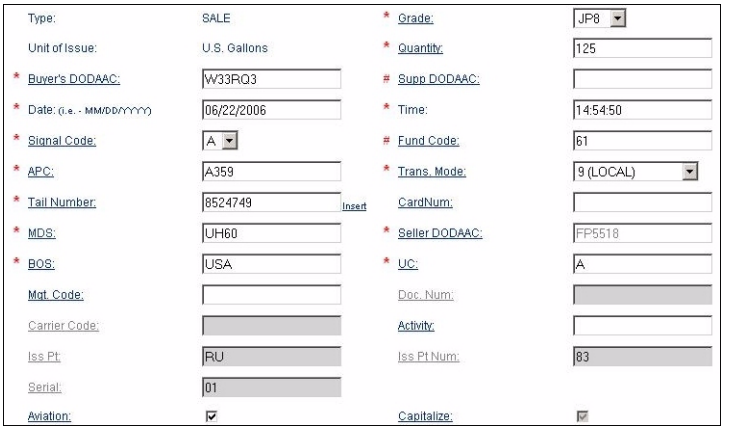
Sale and Defuel transactions represent sales and defuels of product to or from a customer. Use Sales to record issue (or refuel) transactions and Defuels to record defuel (or credit) transactions.



This window shows an example of an Air Force Sale transaction.



This window shows an example of a Navy Sale transaction.



This window shows an example of an Army Sale transaction.

Sale and Defuel transactions field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Automatic (Not editable)	Auto populated (Sale/Defuel)
Unit of Issue	Unit by which the product is measured.	Automatic (Not editable)	Auto populated (U.S. Gallons)
Grade	Product represented by a three-character code authorized to be sold by the selling Defense Fuels Supply Points (DFSPs).	Required	Select from drop-down menu
Quantity	Amount of fuel issued/ defueled.	Required	DD Form 1898 or ADC Receipt
Buyer's DODAAC	Department of Defense Activity Address Code (DODAAC) or Federal Activity Address Code (FEDAAC) or T-DODAAC. Can start with any letter.	Required	See DD Form 1896, Line 5 Army customers - positions 15-20 Navy customers - positions 1-6 Air Force customers - positions 11-16 Non-DoD customers - positions 9-14

Table 9-6: Sale and Defuel transactions field descriptions

Field	Description	Data required	Source
Supp. DODAAC	Supplemental account code number of the Buyer. This is required when the Signal Code is other than A. Also used by the Army and Navy/Marine Corps when Job Order Primary Control Numbers are used. Can start with any letter.	Conditional see Description	See DD Form 1898, Line 3 Army customers – positions 1–6 Navy customers – positions 1–6 Air Force customers – positions 1–6 Non–DoD customers – Not applicable
Date	Date the fuel was issued/ defueled. Defaults to current date.	Required	Auto populated
Time	Time the fuel was issued/ defueled. Defaults to current time.	Required	Auto populated
Signal Code	One–position code that signals which DODAAC is to receive the bill. Valid codes are A, B, C, D, J, K, L, M, W, and X.	Required	See DD Form 1896, Line 3 Army customers – position 8 Navy customers – position 7 Air Force customers – position 7 Non–DoD customers – position 7
Fund Code	Two–character code that is assigned by the responsible command or financial office.	Required	See DD Form 1896, Line 3 Army customers – positions 10–11 Navy customers – positions 8–9 Air Force customers – positions 8–9 Non–DoD customers – positions 8–9
Report Designator/ APC/TEC	The Sub Account for the airwing/squadron. Report Designator – Used by the Air Force. APC – Used by the Army (if JOPCN is used in the Supp DODAAC field, leave this field blank). TEC – Used by the Navy/Marine Corps.	Required	Army customers (APC) – See DD Form 1896, Line 1 positions 15–20 Navy customers (TEC) – See DESC Web site Air Force customers (Rpt Des) – See DD Form 1896, Line 1 positions 4–7 Non–DoD customers – Not applicable
Trans. Mode	Means of issuing/defueling the fuel. Used for Sale and Defuel transactions. Always use 9 (Local).	Required	Assigned by Accounting for all Sales and Credits

Table 9–6: Sale and Defuel transactions field descriptions (continued)

Field	Description	Data required	Source
Tail Number/ BUNO Number	Identification number of the receiving/defueled aircraft. Navy/Marine Corps use six digits (also referred to as a Bureau Number). Army uses four digits. Air Force uses eight digits.	Required	See DD Form 1896 Army customers – Line 5, positions 7–13 Navy customers – Line 1, positions 6–11 Air Force customers – Line 5, positions 1–8 Non–DoD customers – Line 5, positions 1–8
Card Number	Credit card number for the aircraft or unit.	Not Required	Acquired by ADC Systems for sites equipped with ADC
MDS	Mission Design Series or Type Model Series for Navy customers (type of aircraft).	Required	See DD Form 1896 Army customers – Line 5, positions 1–5 Navy customers – Line 1, positions 13–18 Air Force customers – Line 3, positions 10–15 Non–DoD customers – Line 3, positions 10–15
Seller DODAAC	Account code of activity from which the fuel is requisitioned. Can start with any letter.	Required	Auto populated
BOS	Branch of Service.	Required	See DD Form 1896, Line 1 Army customers – positions 1–3 Navy customers – positions 1–3 Air Force customers – positions 1–3 Non–DoD customers – positions 1–3
UC	Use Code (transaction identifier).	Required	Army customers Use A for all aviation Sales/Credit Use 1 for all ground fuel Sales/Credits Navy customers Use A for all aviation Sales/Credits Use 1 for all ground fuel Sales/Credits **Note** Navy Base Level DFSPs issuing fuel to Navy Ships enter the MILSTRIP Document Number from Block 6 of DD Form 1149, with a Use Code of S. Air Force customers Use A for all Home Station Air Force, Army, Navy, and Non–DoD customers for aviation Sales/Credits Use 1, 4, 5, 8 for all ground fuel Sales/Credits

Table 9–6: Sale and Defuel transactions field descriptions (continued)

Field	Description	Data required	Source
Mgt. Code	Provides unique management data or identifies the need for special processing of transactions.	Not Required	Currently not required for Sale/Credit transactions
Doc. Num	Document Number assigned by the FES. This field is required if your Use Code is S selling to Navy ships.	Conditional	Assigned by the FES hub after transactions have posted on the online Ledgers **Note** Navy Base Level DFSPs issuing fuel to Navy Ships enter the MILSTRIP Document Number from Block 6 of the DD Form 1149 with a Use Code of S.
Carrier Code	Four character alphanumeric code that identifies the transport company assigned by the Defense Fuel Supply Point (DFSP). Also known as a Standard Carrier Alpha Code (SCAC). Required only if Trans Mode is W or A.	Conditional see Description	Not required for Sale/Credit transactions **Note** Intermediate DFSPs that use commercial carriers to transport fuel sold to non-capitalized customers must enter the Carrier Code for those commercial carriers. You can enter Carrier Codes in the Routing Instructions.
Activity	Requesting Activity.	Not Required	Optional entry; generally used to record squadron designators, such as VFA125, 1FTRWNG, and 505th Med Grp
Issue Pt	Issue point code that represents Refueling Unit (RU) or a Hydrant (RH).	Automatic (Not editable)	This number is assigned by the system when the Dispatch transaction is sent to Accounting. This is not a required field for the FES.
Issue Pt Num	Last two numbers of the issuing truck/hydrant. Sometimes used to note when a truck has been issued more than 99 times in one day. In this case the code is the 1st letter of the Issue Pt (issue point) and the last digit of the issuing truck (original Issue Pt Num).	Automatic (Not editable)	This number is assigned by the system when the Dispatch transaction is sent to Accounting. This is not a required field for the FES.
Serial	Truck specific two-digit number that increments when the truck is used for a fueling service.	Automatic (Not editable)	This number is assigned by the system when the Dispatch transaction is sent to Accounting. This is not a required field for the FES.
Aviation	Identifies the product as an aviation fuel. Used to distinguish between aviation and ground fuels. Not required for ground fuel sales or credits.	Conditional see Description	Auto populated from the Product table

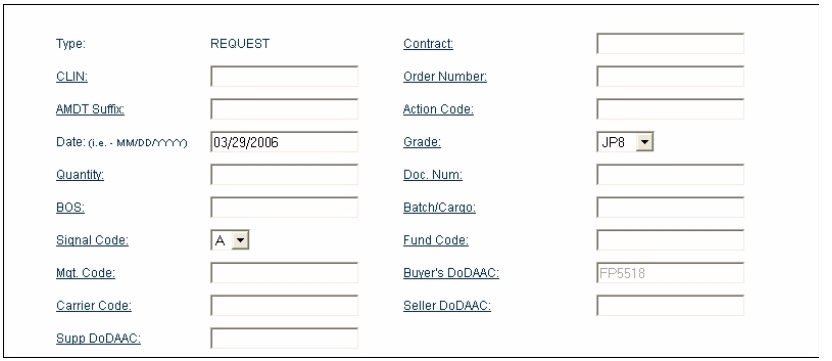
Table 9-6: Sale and Defuel transactions field descriptions (continued)

Field	Description	Data required	Source
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine. Required if fuel is capitalized by DESC.	Conditional see Description	The product is specified as Capitalized from the Product table.
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	The memo field is for local use only. Information entered in this field will not be processed to the FES.
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. **Note** Transactions sent to the FES hub cannot be edited or deleted.	Automatic (Not editable)	Auto populated after the record(s) have been built into the Account transfer file. The field is not editable.

Table 9-6: Sale and Defuel transactions field descriptions (continued)

Request

Use Request transactions to record a request for fuel from an off-site supplier. Entering a request activates an order for product. This window shows an example of a Request transaction.



The Request feature is currently being developed and currently does not order fuel at this time. There are currently no field requirements.

Request transaction field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Automatic (Not editable)	Auto populated (Request). Currently not supported by the Fuels Enterprise Server (FES).
Contract	Last seven characters of the contract number.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
CLIN	Identifies the five-digit Contract Line Item Number.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Order Number	Four-digit alphanumeric number unique to each request.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
AMDT Suffix	Also known as Delivery Order Amendment Suffix, which is a two-digit control number that is assigned to a delivery order to ensure that all changes/ amendments are accounted for.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Action Code	Identifies the code used to handle the transaction: C= Change R=Reverse Post A=Add	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Date	Date the request was made. Defaults to current date.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Grade	Product represented by a three-character code authorized to be sold by the tanker.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Quantity	Amount of fuel requested.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Doc. Num	14-digit MILSTRIP Document Number used to track Requests/Shipments/Receipts.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
BOS	Branch of Service for activity requesting fuel.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Batch/Cargo	An eight-character Government Bill of Lading identifier used by Defense Fuels Supply Points (DFSPs) for truck shipments. Required if Trans Mode is W, 2, 8, V, A, or Z. Not required for Trans modes Local (9) or Gov Truck (I).	Not Required	Currently not supported by the Fuels Enterprise Server (FES).

Table 9-7: Request transaction field descriptions

Field	Description	Data required	Source
Signal Code	One-character code that signals which DODAAC is to receive the bill. Valid signal codes are A, B, C, D, J, K, L, M, W, and X.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Fund Code	Two-character code that is assigned by the responsible command or financial office.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Mgt Code	Provides unique management data or identifies the need for special processing of transactions.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Buyer's DODAAC	Department of Defense Activity Address Code (DODAAC) or Federal Activity Address Code (FEDAAC) or T-DODAAC.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Carrier Code	Four character alphanumeric code that identifies the transport company assigned by the Defense Fuel Supply Point (DFSP). Also known as a Standard Carrier Alpha Code (SCAC). Required only if Trans Mode is W or A.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Seller DODAAC	The Department of Defense Activity Address Code (DoDAAC) of the activity shipping the fuel to the requestor.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Supp. DODAAC	Supplemental account code number of the Buyer. This is required when the Signal Code is other than A. Also used by the Army and Navy/Marine Corps when Job Order Primary Control Numbers are used.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).

Table 9-7: Request transaction field descriptions (continued)

Field	Description	Data required	Source
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. **Note** Transactions sent to the FES hub cannot be edited or deleted.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).

Table 9-7: Request transaction field descriptions (continued)

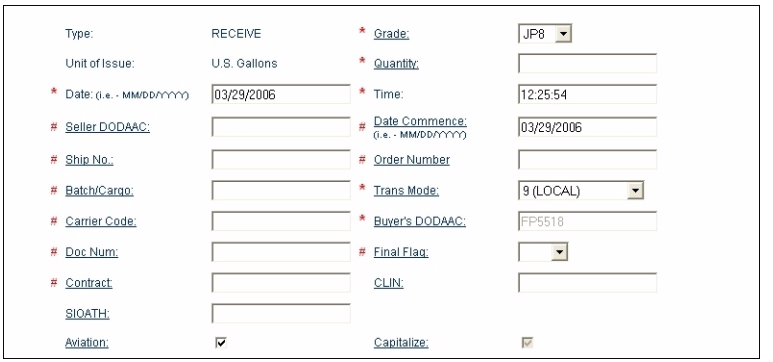
Receive

Use Receive transactions to record the receipts for fuel from an off-site supplier. There are two types of Receive transactions:

- Transfer receipts
- Contract receipts

Use transfers to document shipments of government-owned product from one DFSP to another. Use contracts to document product delivery from a commercial contract.

Both transfer and contract receipts are maintained as Receive transactions. There are differences in the data requirements, however, as described in the “Receive transaction field descriptions” section. This window shows a sample of a Contract receipt.



Receive transaction field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Required	Auto populated (Receive)
Grade	Grade of fuel represented by a three-character code.	Required	DD Form 250, Block 16 DD Form 250-1, Block 23 DD Form 1348-7, Block 1
Unit of Issue	Unit of measurement for the product.	Required	Auto populated (U.S. Gallons)
Quantity	Amount of fuel received.	Required	DD Form 250, Block 17 DD Form 250-1, Block 25 DD Form 1348-7, Block 5
Date	Date the fuel receipt was completed.	Required	DD Form 250, Block 6 DD Form 250-1, Block 27 DD Form 1348-7, Block 11
Time	Time the fuel receipt was completed. Defaults to current time.	Required	Auto populated to the current time.
Seller DODAAC	Account code of activity from which the fuel is shipped. Required only for transfer receipts.	Conditional see Description	DD Form 250, Block 9 or Block 11 DD Form 250-1, Block 9 DD Form 1348-7, Block 13a
Date Commence	Start date of the receipt. Required if Trans Mode is W, 2, 8, V, or Z.	Conditional see Description	DD Form 1348-7, Block 10
Ship. No.	Identifies the shipment number. Required only for contract receipts.	Conditional see Description	DD Form 250, Block 2
Order Number	Identifies the shipment order number. Required only for contract receipts.	Conditional see Description	DD Form 250, Block 1 DD Form 250-1, Block 10
Batch/Cargo	An eight-character Government Bill of Lading identifier used by Defense Fuels Supply Points (DFSPs) for truck shipments. Required if Trans Mode is W, 2, 8, V, A, or Z. Not required for Trans modes Local (9) or Gov Truck (I).	Conditional see Description	DD Form 250, Block 4 DD Form 250-1, Block 12 (if Bill of Lading is used) or Block 14 (if Cargo Number is used) Section II; DD Form 1348-7, Block 9

Table 9-8: Receive transaction field descriptions

Field	Description	Data required	Source
Trans Mode	Means of delivering the fuel, such as pipeline or truck. Select from the drop-down menu.	Required	DD Form 250, Block 16 DD Form 250-1, Block 15 DD Form 1348-7, Block 8
Carrier Code	Four character alphanumeric code that identifies the transport company assigned by the Defense Fuel Supply Point (DFSP). Also known as a Standard Carrier Alpha Code (SCAC). Required only if Trans Mode is W or A.	Conditional see Description	DD Form 250, Block 9 or Block 11 DD Form 250-1, Block 9 DD Form 1348-7, Block 25
Buyer's DODAAC	Department of Defense Activity Address Code (DODAAC) of the activity receiving the fuel.	Automatic (Not editable)	DD Form 250, Block 13 DD Form 250-1, Block 11 DD Form 1348-7, Block 13b
Doc Num	Identifies the document number that assists in tracking the shipment and receipt. This must match the corresponding Doc Num on the shipment. Format is Seller DODAAC plus Julian date plus 4-character serial number. Example: FP48006201J801. Required only for transfer receipts.	Conditional see Description	DD Form 250, Block 16 DD Form 250-1, Block 13 DD Form 1348-7, Block 6
Final Flag	Final Flag indicates whether a Receive transaction is the final entry against a specific order number. Required only for contract receipts.	Conditional see Source	Select Yes if the receipt is the last receipt against the order number. For a "blanket order," one order number is assigned for all shipments made for that month. After the final shipment is received against that order number, select Yes on the last receipt only. Select No if there are more receipts for the order number forthcoming.
Contract	Number that identifies different products on a specific contract. Required only for contract receipts.	Conditional see Description	DD Form 250, Block 1 DD Form 250-1, Block 6
CLIN	Contract Line Item Number that consists of the site location code for the receiving activity plus the product number on a contract. Required only for contract receipts.	Conditional see Description	DD Form 250, Block 15 DD Form 250-1, Block 22

Table 9-8: Receive transaction field descriptions (continued)

Field	Description	Data required	Source
SIOATH	Source Identification Ordering Authorization. Used to identify activities authorized to requisition bulk fuel directly from designated suppliers.	Not Required	See Description
Aviation	Identifies the product as an aviation fuel. Used to distinguish between aviation and ground fuels. Select the check box if the product is an aviation fuel; leave it blank if the product is a ground fuel.	Conditional see Description	Auto populated from the Product table.
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine. Required if fuel is capitalized by DESC.	Conditional see Description	The product is specified as Capitalized from the Product table.
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	The memo field is for local use only. Information entered in this field will not be processed to the FES.
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. **Note** Transactions sent to the FES hub cannot be edited or deleted.	Automatic (Not editable)	Auto populated after the record(s) have been built into the Account transfer file. The field is not editable.

Table 9-8: Receive transaction field descriptions (continued)

Regrade

Use Regrade transactions to record a change of product type or move product from one storage inventory to another. This window shows an example of a Regrade transaction.

Note Obtain authorization from the Defense Energy Support Center (DESC) before you complete this type of transaction.

Regrade transaction field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Automatic (Not editable)	Auto populated (Regrade)
Unit of Issue	Unit by which the product is measured.	Automatic (Not editable)	Auto populated (U.S. Gallons)
Date	Date of fuel grade change. Defaults to current date.	Required	Auto populated
Time	Time of fuel grade change. Defaults to current time.	Required	Auto populated
Grade From	The grade of fuel that is currently selected.	Required	Select from drop-down menu
Grade To	The grade of fuel to which you are changing.	Required	Select from drop-down menu
Quantity	Amount of fuel affected by the grade change.	Required	See Description

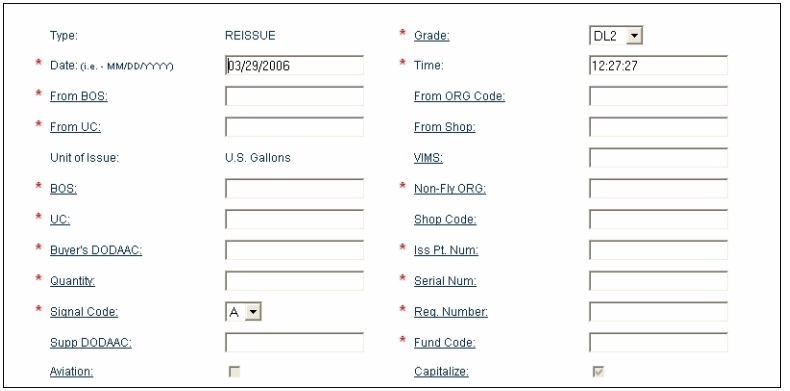
Table 9-9: Regrade transaction field descriptions

Field	Description	Data required	Source
Type ID Change	Specifies the type of condition or identity change to the product. Click the drop-down arrow to display the list of choices.	Required	A = Additive injection (injecting additive into a product) D = Downgrade (product does not meet intended specifications but can meet the specifications of a lower fuel grade, for example, JP5 to F76) R = Regrade (product that meets the specifications of two or more grades of fuel and is redesignated from one to another, for example DL1 to DL2)
Mgt. Code	Specifies whether this transaction is an identity change, condition change, or both.	Required	Use Management Code B in conjunction with Downgrades, Regrades, and Additive injections.
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine. Required if fuel is capitalized by DESC.	Conditional see Description	The product is specified as Capitalized from the Product table.
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	The memo field is for local use only. Information entered in this field will not be processed to the FES.
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. **Note** Transactions sent to the FES hub cannot be edited or deleted.	Automatic (Not editable)	Auto populated after the record(s) have been built into the Account transfer file. The field is not editable.

Table 9-9: Regrade transaction field descriptions (continued)

Reissue

Use the Reissue transaction to record the secondary sale of product from a consumer's inventory. The units of issue are determined by the configuration of the local site. This window shows an example of a Reissue transaction.



Reissue transaction field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Automatic (Not editable)	Auto populated (Reissue). Currently not supported by the Fuels Enterprise Server (FES).
Grade	Product represented by a three-character code authorized to be sold by the Selling activity.	Required	Currently not supported by the Fuels Enterprise Server (FES).
Date	Date the fuel was issued/ credited. Defaults to current time.	Required	Currently not supported by the Fuels Enterprise Server (FES).
Time	Time the fuel was issued/ credited. Defaults to current time.	Required	Currently not supported by the Fuels Enterprise Server (FES).
From BOS	Branch of Service for the purchase location.	Required	Currently not supported by the Fuels Enterprise Server (FES).
From ORG Code	Organization Code for the purchase location.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
From UC Code	Use Code (transaction identifier).	Required	Currently not supported by the Fuels Enterprise Server (FES).

Table 9-10: Reissue transaction field descriptions

Field	Description	Data required	Source
From Shop	A two-position code used in conjunction with the civil engineer's work order number. Reflects the issuer's shop code.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Unit of Issue	Unit by which the product is measured.	Automatic (Not editable)	Currently not supported by the Fuels Enterprise Server (FES).
VIMS	Vehicle Integrated Management System.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
BOS	Branch of Service for the activity purchasing the fuel.	Required	Currently not supported by the Fuels Enterprise Server (FES).
Non-Fly Org	Organization code for Air Force ground and aviation equipment. Required for Air Force transactions.	Conditional see Description	Currently not supported by the Fuels Enterprise Server (FES).
UC	Use Code (transaction identifier).	Required	Currently not supported by the Fuels Enterprise Server (FES).
Shop Code	Two-position code used in conjunction with the civil engineer's work order number.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Buyer's DODAAC	Department of Defense Activity Address Code (DODAAC) or Federal Activity Address Code (FEDAAC) or T-DODAAC of the receiving aircraft airwing/ squadron/activity.	Required	Currently not supported by the Fuels Enterprise Server (FES).
Iss. Pt. Num.	Last two characters relative to the registration number for the issuing vehicle or service station pump number.	Required	Currently not supported by the Fuels Enterprise Server (FES).
Quantity	Amount of fuel issued.	Required	Currently not supported by the Fuels Enterprise Server (FES).
Serial Num	The serial number of issues that have been serviced from the same Iss Pt Num or service station pump.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Signal Code	One-position code that signals which DODAAC is to receive the bill. Valid codes are A, B, C, D, J, K, L, M, W, and X.	Required	Currently not supported by the Fuels Enterprise Server (FES).
Reg. Number	Registration Number of the vehicle/equipment issuing the fuel.	Required	Currently not supported by the Fuels Enterprise Server (FES).

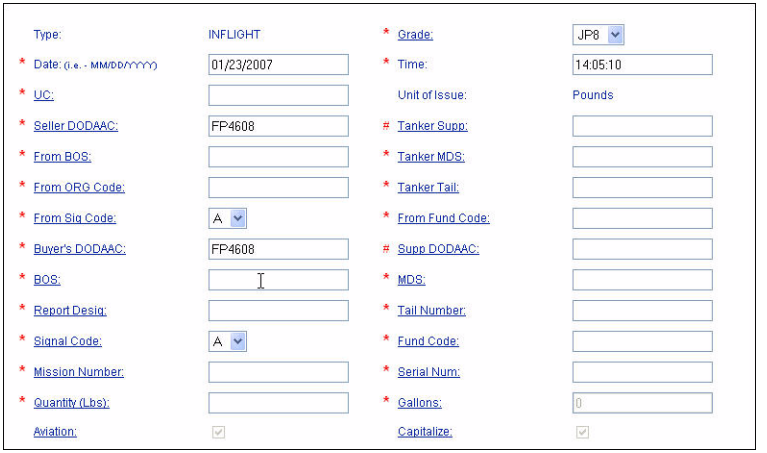
Table 9-10: Reissue transaction field descriptions (continued)

Field	Description	Data required	Source
Supp. DODAAC	Supplemental account code number of the Buyer. This is required when the Signal Code is other than A. Also used by the Army and Navy/Marine Corps when Job Order Primary Control Numbers are used.	Conditional see Description	Currently not supported by the Fuels Enterprise Server (FES).
Fund Code	Two-character code that is assigned by the responsible command or financial office.	Required	Currently not supported by the Fuels Enterprise Server (FES).
Aviation	Identifies the product as an aviation fuel. Used to distinguish between aviation and ground fuels. Not required for ground fuel sales or credits.	Conditional see Description	Currently not supported by the Fuels Enterprise Server (FES).
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Memo	Any additional information that is relevant to the transaction.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. **Note** Transactions sent to the FES hub cannot be edited or deleted.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).

Table 9-10: Reissue transaction field descriptions (continued)

Inflight

Use Inflight transactions to record fuel that is transferred during inflight refueling. The units of issue are determined by the configuration of the local site. This window shows an example of an Inflight transaction.



Inflight transaction field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Automatic (Not editable)	Auto populated (Inflight)
Grade	Product represented by a three-character code authorized to be sold by the tanker.	Required	Select from drop-down menu
Date	Date the fuel was issued/ jettisoned.	Required	DD Form 791, Block 3a
Time	Time the fuel was issued/ jettisoned.	Required	DD Form 791, Block 3b
UC	Use Code (transaction identifier).	Required	Use I for Inflight transaction from tanker to other aircraft; use T for tankers that jettison the fuel
Unit of Issue	Unit by which the product is measured.	Automatic (Not editable)	Auto populated (U.S. Gallons)

Table 9-11: Inflight transaction field descriptions

Field	Description	Data required	Source
Seller DODAAC	Account code of activity from which the fuel is requisitioned. Can start with any letter	Required	DD Form 791, Block 2
Tanker Supp	Supplemental account code number of the tanker airwing/ squadron. This code is required when the Signal Code is other than A.	Conditional see Description	DD Form 791, Block 2
From BOS	Branch of Service of the tanker airwing/squadron.	Required	DD Form 791, Block 2
Tanker MDS	Mission Design Series (type of aircraft).	Required	DD Form 791, Block 4
From ORG Code	Organization Code of the tanker airwing/squadron.	Required	DD Form 791, Block 2
Tanker Tail	Eight-digit tail number of the issuing tanker.	Required	DD Form 791, Block 5
From Sig Code	Signal Code of the issuing aircraft. One-position code that signals which DODAAC is to receive the bill. Valid codes are A, B, C, D, J, K, L, M, W, and X.	Required	DD Form 791, Block 2
From Fund Code	Two-character code that is assigned by the responsible command or financial office.	Required	DD Form 791, Block 2
Buyer's DODAAC	Department of Defense Activity Address Code (DODAAC) or Federal Activity Address Code (FEDAAC) or T-DODAAC of the receiving aircraft airwing/ squadron/activity. Can start with any letter.	Required	DD Form 791, Block 7e
Supp. DODAAC	Supplemental account code number of the Buyer. This is required when the Signal Code is other than A. Also used by the Army and Navy/Marine Corps when Job Order Primary Control Numbers are used. Can start with any letter	Conditional see Description	DD Form 791, Block 7e
BOS	Branch of Service of the receiving aircraft airwing/ squadron.	Required	DD Form 791, Block 7a

Table 9-11: Inflight transaction field descriptions (continued)

Field	Description	Data required	Source
MDS	Mission Design Series or Type Model Series for Navy customers (type of aircraft).	Required	DD Form 791, Block 7b
Report Designator/ APC/TEC	The Sub Account for the airwing/squadron. Report Designator – Used by the Air Force. APC – Used by the Army (if JOPCN is used in the Supp DODAAC field, leave this field blank). TEC – Used by the Navy/Marine Corps.	Required	DD Form 791, Block 7e
Tail Number/ BUNO Number	Identification number of the receiving/defueled aircraft. Navy/Marine Corps use six digits (also referred to as a Bureau Number). Army uses four digits. Air Force uses eight digits.	Required	DD Form 791, Block 7c
Signal Code	One-position code that signals which DODAAC is to receive the bill. Valid codes are A, B, C, D, J, K, L, M, W, and X.	Required	DD Form 791, Block 7e
Fund Code	Two-character code that is assigned by the responsible command or financial office.	Required	DD Form 791, Block 7e
Mission Number	Mission number for the tanker operation. Not required at the FES. Can include up to 20 characters.	Conditional see Description	For local use in the Fuels Management facility.
Serial Number	The serial number of issues that have been serviced from that tanker. Not required at the FES.	Conditional see Description	For local use in the Fuels Management facility.
Quantity (Lbs)	Amount of fuel issued/ jettisoned in pounds.	Required	DD Form 791, Block 7f (1)
Gallons	Amount of fuel issued/ jettisoned in gallons. This is the quantity in pounds (lbs) multiplied by the conversion factor, for example, JP5 = 6.8, JP8 = 6.7.	Automatic (Not editable)	DD Form 791, Block 7f (2)

Table 9-11: Inflight transaction field descriptions (continued)

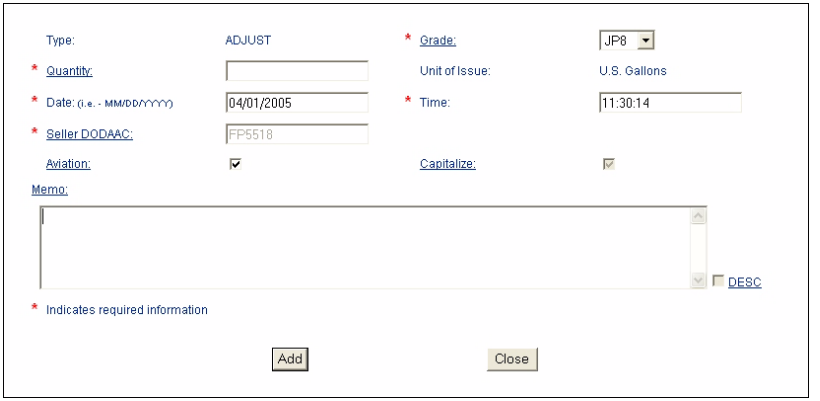
Field	Description	Data required	Source
Aviation	Identifies the product as an aviation fuel. Used to distinguish between aviation and ground fuels. Not required for ground fuel sales or credits.	Conditional see Description	Auto populated from the Product table.
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine. Required if fuel is capitalized by DESC.	Conditional see Description	The product is specified as Capitalized from the Product table.
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	The memo field is for local use only. Information entered in this field will not be processed to the FES.
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. **Note** Transactions sent to the FES hub cannot be edited or deleted.	Automatic (Not editable)	Auto populated after the record(s) have been built into the Account transfer file. The field is not editable.

Table 9-11: Inflight transaction field descriptions (continued)

Adjust

Use Adjust transactions to record the physical inventory of the fuel. This window shows an example of an Adjust transaction.

Note One Adjustment per day per grade of capitalized product can be created and processed to the FES hub.



Adjust transaction field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Automatic (Not editable)	Auto populated (Adjust)
Grade	Product represented by a three-character code authorized to be sold by the selling DFSP.	Required	Select from drop-down menu
Quantity	Amount of total on-hand inventory.	Required	Obtain from FuelsManager Summary Report or DESC Form 700
Unit of Issue	Unit by which the product is measured.	Automatic (Not editable)	Auto populated (U.S. Gallons)
Date	Date the transaction occurs. Defaults to the current date.	Required	Auto populated
Time	Time the transaction occurs. Defaults to the current time.	Required	Auto populated
Seller DODAAC	Account code of activity from which the fuel is requisitioned.	Required	Auto populated

Table 9-12: Adjust transaction field descriptions

Field	Description	Data required	Source
Aviation	Identifies the product as an aviation fuel. Used to distinguish between aviation and ground fuels. Not required for ground fuel sales or credits.	Conditional see Description	Auto populated from the Product table.
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine. Required if fuel is capitalized by DESC.	Conditional see Description	The product is specified as Capitalized from the Product table.
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	The memo field is for local use only. Information entered in this field will not be processed to the FES.
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. **Note** Transactions sent to the FES hub cannot be edited or deleted.	Automatic (Not editable)	Auto populated after the record(s) have been built into the Account transfer file. The field is not editable.

Table 9-12: Adjust transaction field descriptions (continued)

Adjusting transactions on End of Month

Entering or editing the Adjust transaction on the last day of the month automatically updates the Determine transaction.

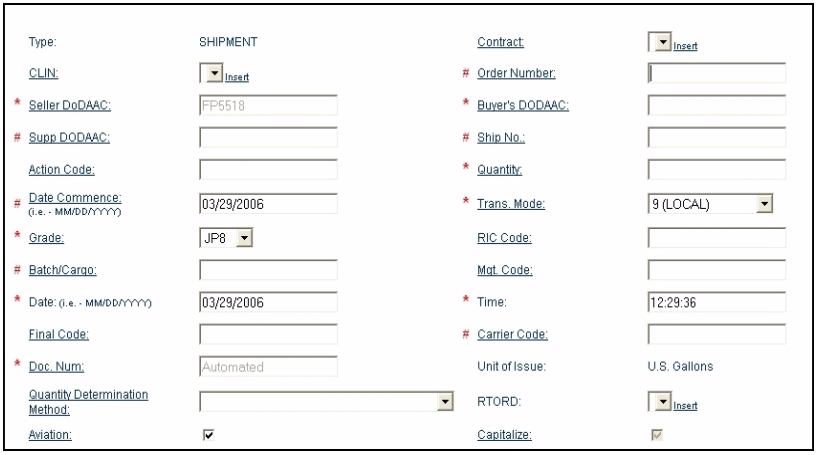
Reversing and updating Adjust transactions

You can reverse/update an Adjust transaction in the same manner as reversing other transactions. Reversing the Adjust transaction creates a Reverse transaction and a new transaction with the updated information. For more information, see the “Reversing and updating transactions” section.

If the Adjust transaction that you are reversing is the End of Month transaction and if the Determine transaction has already been sent to DESC, then you cannot reverse post the Adjust transaction until the Determine transaction has been reversed.

Shipment

Use the Shipment transaction to record the transfer of fuel from one site to another. You also use the Shipment transaction to generate DD Form 1348-7 (DoD Milspets Single Line Item Requisition/Release/ Receipt Document), which records tank truck, rail car, and pipeline shipments. For more information, see the "Contracts" and "End of Month (EOM) process" sections. This window shows an example of a Shipment transaction.



Shipment field descriptions

Field	Description	Data required	Source
Type	The type of transaction.	Automatic (Not editable)	Auto populated (Shipment)
Contract	Identifies a specific contract. Click the Contracts link to display a browser that lists contracts entered in the Reference Tables, Contracts table. Required only for contract shipments.	Conditional see Source	**Contract shipments** DD Form 250, Block 1 or DD Form 250-1, Block 6 **Transfer shipments** W (Com Barge) - See DD Form 250-1, Block 6 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) - See DD Form 250-1, Block 6 B (Motor) or 8 (Pipeline) - See DD Form 250, Block 1 K (Rail) - See DD Form 250, Block 1 A (Truck) - See DD Form 250, Block 1

Table 9-13: Shipment transaction field descriptions

Field	Description	Data required	Source
CLIN	Identifies a specific contract line item number that corresponds to the grade of fuel on the contract or SIOATH. Required to generate shipping documents. Required only for contract shipments.	Conditional see Source	**Contract shipments** DD Form 250, Block 15 or DD Form 250–1, Block 22 **Transfer shipments** W (Com Barge) – See DD Form 250–1, Block 22 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250–1, Block 22 B (Motor) or 8 (Pipeline) – See DD Form 250, Block 15 K (Rail) – See DD Form 250, Block 15 A (Truck) – See DD Form 250, Block 15
Order Number	Identifies the shipment order number. Can include up to four alphanumeric characters. Enter an order number for contract shipments.	Conditional see Source	**Contract shipments** DD Form 250, Block 1 or DD Form 250–1, Block 10 **Transfer shipments** W (Com Barge) – See DD Form 250–1, Block 10 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250–1, Block 10 B (Motor) or 8 (Pipeline) – See DD Form 250, Block 1 K (Rail) – See DD Form 250, Block 1 A (Truck) – See DD Form 250, Block 1
Seller DODAAC	Account code of activity from which the fuel is shipped. Required only for transfer shipments.	Conditional see Source	**Contract shipments** DD Form 250 or DD Form 250–1, Block 9 **Transfer shipments** 9 (Local) or I (Gov Truck) – DD Form 1348–7, Block 13a 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250–1, Block 7 B (Motor) or 8 (Pipeline) – See DD Form 250, Block 9 or DD Form 1348–7, Block 13a W (Com Barge) – See DD Form 250–1, Block 9 K (Rail) – See DD Form 250, Block 9 A (Truck) – See DD Form 250, Blocks 9 or 11

Table 9–13: Shipment transaction field descriptions (continued)

Field	Description	Data required	Source
Buyer's DODAAC	Department of Defense Activity Address Code (DODAAC) of the activity receiving the fuel.	Required	**Contract shipments** DD Form 250, Block 13 or DD Form 250–1, Block 11 **Transfer shipments** 9 (Local) or I (Gov Truck) – DD Form 1348–7, Block 13b 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250–1, Block 11 B (Motor) or 8 (Pipeline) – See DD Form 250, Block 13 or DD Form 1348–7, Block 13b W (Com Barge) – See DD Form 250–1, Block 11 K (Rail) – See DD Form 250, Block 13 A (Truck) – See DD Form 250, Block 13
Supp. DODAAC	Supplemental account code number of the activity receiving the fuel.	Conditional see Source	Assigned by the FES hub
Ship No.	Identifies the shipment number. Enter a shipment number for contract shipments.	Conditional see Source	**Contract shipments** DD Form 250, Block 2 **Transfer shipments** B (Motor) or 8 (Pipeline) – See DD Form 250, Block 2 K (Rail) – See DD Form 250, Block 2 A (Truck) – See DD Form 250, Block 2
Action Code	Identifies the code to handle the transaction: C = Change R = Reverse Post A = Add	Not Required	Assigned by the FES hub
Quantity	Quantity of product shipped. **Note** You can enter quantities for seals in the Fuel Load Entries section. The system calculates the sum of the Net Quantity (U.S. Gallons) for seals and adds the total here. This amount appears as "Calculated" until you save the transaction.	Required	**Contract shipments** DD Form 250, Block 17 or DD Form 250–1, Block 25 **Transfer shipments** 9 (Local) or I (Gov Truck) – DD Form 1348–7, Block 5 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250–1, Block 25 B (Motor) or 8 (Pipeline) – See DD Form 250, Block 17 or DD Form 1348–7, Block 5 W (Com Barge) – See DD Form 250–1, Block 25 K (Rail) – See DD Form 250, Block 17 A (Truck) – See DD Form 250, Block 17

Table 9–13: Shipment transaction field descriptions (continued)

Field	Description	Data required	Source
Date Commence	Start date of the receipt. Required if Trans. Mode is W, 2, 8, V, or Z or if the shipment is expected to exceed 24 hours.	Conditional see Description	**Contract shipments** DD Form 250, Block 6 or DD Form 250–1, Block 25 **Transfer shipments** 9 (Local) or I (Gov Truck) – DD Form 1348–7, Block 10
Trans. Mode	Means of delivering the fuel, such as pipeline or truck. Select from the drop–down menu.	Required	**Contract shipments** DD Form 250, Block 16 or DD Form 250–1, Block 15 **Transfer shipments** 9 (Local) or I (Gov Truck) – DD Form 1348–7, Block 8 B (Motor) or 8 (Pipeline) – See DD Form 250, Block 16 or DD Form 1348–7, Block 8 W (Com Barge) – See DD Form 250–1, Block 15 K (Rail) – See DD Form 250, Block 16 A (Truck) – See DD Form 250, Block 16
Grade	Product represented by a three–character code authorized to be sold by the Seller and received by the Buyer.	Required	**Contract shipments** DD Form 250, Block 16 or DD Form 250–1, Block 23 **Transfer shipments** 9 (Local) or I (Gov Truck) – DD Form 1348–7, Block 1 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250–1, Block 23 B (Motor) or 8 (Pipeline) – See DD Form 250, Block 16 or DD Form 1348–7, Block 1 W (Com Barge) – See DD Form 250–1, Block 23 K (Rail) – See DD Form 250, Block 16 A (Truck) – See DD Form 250, Block 16
RIC Code	Routing Identification Code.	Not Required	Assigned by the FES hub

Table 9–13: Shipment transaction field descriptions (continued)

Field	Description	Data required	Source
Batch/Cargo	An eight-character Government Bill of Lading identifier used by Defense Fuels Supply Points (DFSPs) for truck shipments. Required if Trans Mode is W, 2, 8, V, A, or Z. Not required for Trans modes Local (9) or Gov Truck (I).	Conditional see Source	**Contract shipments** DD Form 250, Block 4 or DD Form 250-1, Block 12 (if using Bill of Lading) or Block 14 (if using Cargo Number) **Transfer shipments** 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250-1, Block 12 (if using Bill of Lading) or Block 14 (if using Cargo Number) B (Motor) or 8 (Pipeline) – See DD Form 250, Block 4 or DD Form 1348-7, Block 9 W (Com Barge) – See DD Form 250-1, Block 12 (if using Bill of Lading) or Block 14 (if using Cargo Number) A (Truck) – See DD Form 250, Block 4
Mgt. Code	Identifies the Management Code.	Not Required	Assigned by the FES hub
Date	Date the transaction occurs. Format is mmddyyyy. Example: 11/02/2006.	Required	**Contract shipments** DD Form 250, Block 3 or DD Form 250-1, Block 27 **Transfer shipments** 9 (Local) or I (Gov Truck) – DD Form 1348-7, Block 7, date shown on form is MMMDDYYYY. 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250-1, Block 27 B (Motor) or 8 (Pipeline) – See DD Form 250, Block 3 or DD Form 1348-7, Block 7 W (Com Barge) – See DD Form 250-1, Block 27 K (Rail) – See DD Form 250, Block 3 A (Truck) – See DD Form 250, Block 3
Time	Time the transaction occurs. Format is 11:10:07.	Required	Defaults to current system time
Final Code	Identifies the last sequential shipment against a document number or delivery order.	Not Required	Leave blank

Table 9-13: Shipment transaction field descriptions (continued)

Field	Description	Data required	Source
Carrier Code	Four character alphanumeric code that identifies the transport company assigned by the Defense Fuel Supply Point (DFSP). Also known as a Standard Carrier Alpha Code (SCAC). Required only if Trans Mode is W or A.	Conditional see Source	**Contract shipments** DD Form 250, Block 11 (if different from Block 9) or DD Form 250–1, Block 7 **Transfer shipments** 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250–1, Block 9 (if different from Block 7) B (Motor) or 8 (Pipeline) – See DD Form 250, Block 11 (if different from Block 9) or DD Form 1348–7, Block 25 (if applicable) W (Com Barge) – See DD Form 250–1, Block 9 (if different from Block 7) A (Truck) – See DD Form 250, Block 11 (if different from Block 9)
Doc. Number	Identifies the document number that assists in tracking the shipment. Required only for transfer shipments.	Conditional see Source	**Contract shipments** DD Form 250, Block 16 or DD Form 250–1, Block 13 **Transfer shipments** 9 (Local) or I (Gov Truck) – DD Form 1348–7, Block 6 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250–1, Block 13 B (Motor) or 8 (Pipeline) – See DD Form 1348–7, Block 6 W (Com Barge) – See DD Form 250–1, Block 13
Unit of Issue	Unit of measurement for the product.	Required	Auto populated (U.S. Gallons)
Quantity Determina–tion Method	The process or methodology used to determine the volumetric quantity for a fuel inventory, sale, return for credit, shipment, receipt, regrade or other fuel movement event or accounting transaction for such an event.	Not Required	The accepted practices for measurements and calibrations made to determine quantity are in accordance with the most recent edition of the API Manual of Petroleum Measurement Standards (MPMS). Options are as follows: • Temperature Compensating Meters • Non–Temperature Compensating Meters • Weight Conversion • Conveyance Tank Gauge • Shipping Tank Gauge DD Form 1348–7, Block 4

Table 9–13: Shipment transaction field descriptions (continued)

Field	Description	Data required	Source
RTORD (Route Order)	Shipping instructions issued by the Military Surface Deployment and Distribution Command Operations Center or Theater Commander that specify the mode of transportation, carrier(s) to move the shipment, rate, minimum shipment weight, tariff, or tender authority.	Conditional see Source	The Route Order Number is created in the Contracts database. You must select a valid contract before you select the Route Order Number. The Route Order Number then appears in the Route Order field on DD Form 1348-7.
Aviation	Identifies the product as an aviation fuel. Used to distinguish between aviation and ground fuels. Not required for ground fuel sales or credits.	Conditional see Description	Auto populated from the Product table
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine. Required if fuel is capitalized by DESC.	Conditional see Description	The product is specified as Capitalized from the Product table.
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	The memo field is for local use only. Information entered in this field will not be processed to the FES.
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. **Note** Transactions sent to the FES hub cannot be edited or deleted.	Automatic (Not editable)	Auto populated after the record(s) have been built into the Account transfer file. The field is not editable.

Table 9-13: Shipment transaction field descriptions (continued)

Fuel Load Entries and Shipping Release field descriptions

Fuel load entries are required only if you are using the DD Form 1348-7 (DoD Milspets Single Line Item Requisition/Release/Receipt Document).

Field	Description	Data required	Source
Fuel Load			
Truck Number	Indicates the number of the truck delivering the fuel. Can include up to 10 digits.	Required	See Description
Seal/Meter Number	Identifies the seal or meter number. Can include up to 20 alphanumeric characters.	Required	See Description
Seal Location	Identifies the seal location. Click the drop-down arrow to display the list of choices.	Required	See Description
Gross Quantity (U.S. Gallons)	The uncorrected amount in U.S. gallons for the specific fuel load entry.	Required	If temperature compensating meters are used, enter the quantity registered off the meter.
Observed Density (Degrees API)	The observed density measured in degrees API.	Required	See Description
Observed Tempera-ture (Degrees Fahrenheit)	The observed temperature measured in degrees Fahrenheit.	Required	If temperature compensating meters are used as the Quantity Determination Method, enter 60 degrees F here.
Net Quantity (U.S. Gallons)	The correct amount in U.S. Gallons.	Required	Calculated by FuelsManager Defense
Gross Weight (lb)	The weight in pounds (lb).	Required	Calculated by FuelsManager Defense
Shipping Release			
Tank Number	Identifies the tank number. Prints in block J of DD Form 1348-7. Can include up to 20 alphanumeric characters.	Required	See Description

Table 9-14: Fuel Load Entries and Shipping Release field descriptions

Field	Description	Data required	Source
Density (Degrees API)	Identifies the density in degrees API.	Required	Acquired from laboratory test results
Flash Point (Degrees Fahrenheit)	Identifies the point at which the fuel can ignite, in degrees Fahrenheit. Varies according to the fuel grade.	Required	Acquired from laboratory test results
Visual	Represents the visual inspection of the product and identifies what the product looks like. Examples: Cloudy, clear, bright.	Required	Acquired from laboratory test results
FSII	The fuel system icing inhibitor (FSII) lowers the freeze point of free water found in turbine fuels or in fuel systems. Varies according to the fuel grade.	Required	Acquired from laboratory test results
Conductivity	Conductivity of a fuel (such as JP8 or JP5) is a measure of its electrical conductance.	Required	Acquired from laboratory test results

Table 9-14: Fuel Load Entries and Shipping Release field descriptions (continued)

Processing fuel shipments

Use the Shipment transaction to generate DD Form 1348-7, which records tank truck, rail car, and pipeline shipments. For more information about the Shipment transaction, see the “Shipment” section.

To process fuel shipments, you must complete the following tasks:

- Add a Shipment transaction that includes a fuel load.
- Add shipping release information to a Shipment transaction.
- Save and print a shipping document.
- Edit or delete fuel shipments as needed.

Adding Shipment transactions

1. From the FuelsManager Defense main menu, click Ledger.
2. Click the drop-down arrow next to Add Transaction and select Shipment. The Shipment page, which includes Fuel Load Entries and Shipping Release Information tables, appears.

3. Enter the shipment information. An asterisk * marks the fields that are required to add the shipment. For specific field descriptions, see the “Shipment field descriptions” section.
4. Do you want to add a fuel load to the shipment?
   - If yes, go to the “Adding fuel loads” procedure.
   - If no, click Add.

Adding fuel loads

The system calculates the shipment quantity as the sum of the net quantity of the fuel loads. You can add more than one fuel load per shipment. You can also enter multiple seal numbers per single fuel load entry.

Note You must use the same truck number for all seals entered on a fuel load.

1. In the Fuel Load Entries section, click Add Fuel Load. A row appears in the Fuel Load table. The Net Quantity (U.S. Gallons) and Gross Weight (lb) fields display as “Calculated” and are disabled. The Quantity field for the Shipment transaction changes to “Calculated.”
2. Type the Truck Number and Seal/Meter Number.
3. Click the drop-down arrow next to Seal Location and select a location.
4. Type the Gross Quantity (in gallons), the Observed Density, and the Observed Temperature.
5. Do one of the following:
   - To add additional seal numbers to this fuel load, click Add Fuel Load. Type the Truck Number and Seal/Meter Number. Use the same truck number for all seals entered on this fuel load.
   - To add another fuel load, click Add Fuel Load and repeat steps 2 through 4.
6. Go to the “Adding shipping release information” procedure.

Adding shipping release information

Only one shipping release entry is required per transaction.

1. In the Shipping Release Info. section, click Add Shipping Release Info. A row appears in the Shipping Release Info. table.
2. Type the Tank Number, Density, Flash Point, Visual, FSII, and Conductivity.

3. Do you want to print the shipping document?
   - If yes, go to the “Saving and printing a shipping document” procedure.
   - If no, click Save and then click Close.

Saving and printing shipping documents

1. In the Shipment transaction, click Save and Print Shipping Document. A browser window opens.
2. Do one of the following:
   - Select File -> Print to print the document locally.
   - Select File -> Send to email the report.

Editing fuel shipments

1. From the FuelsManager Defense main menu, click Ledger.
2. In the Ledger table, click the date of the transaction. The Ledger page appears.
3. Locate the Shipment transaction to edit and click the Edit icon. The Shipment transaction page appears.
4. As needed, modify the shipment.
5. Go to the Fuel Load Entries section and add, modify, or delete line items as needed. To delete a fuel load entry, click the X button.
6. Go to the Shipping Release Info. section and add, modify, or delete the shipping information.
7. Click Save, and then click Close.

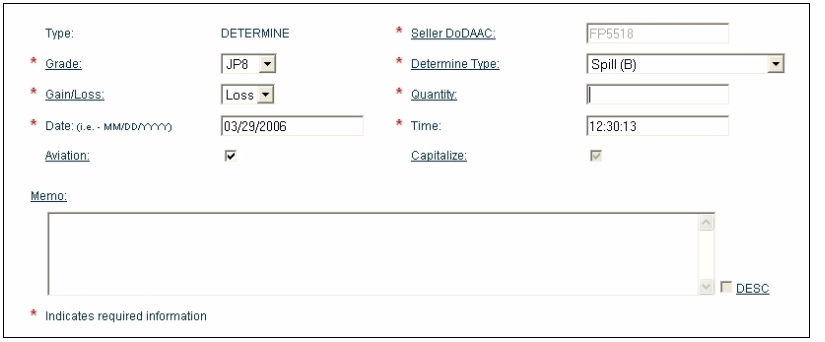
Deleting fuel shipments

1. From the FuelsManager Defense main menu, click Ledger.
2. In the Ledger table, click the date of the transaction. The Ledger page appears.
3. Locate the Shipment transaction to delete and click the Edit icon. The Shipment transaction page appears.
4. Verify that this the shipment to delete, and then click Delete. A message prompt appears.
5. Click OK. The Ledger page appears.

Determine

Use Determine transactions to record gains and losses. This window shows an example of a Determine transaction.

Note Only one Determine transaction of the same type can be processed to the FES hub per day per grade of capitalized product.



Determine transaction field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Automatic (Not editable)	Auto populated (Determine)
Seller DODAAC	Account code of activity from which the fuel is requisitioned.	Required	Auto populated
Grade	Product represented by a three-character code authorized to be sold by the selling DFSP.	Required	Select from drop-down menu

Table 9-15: Determine transaction field descriptions

Field	Description	Data required	Source
Determine Type	Type of incident for the Gain/Loss. There are 10 codes: • A = Operating Gain/Loss • B = Spill • C = Disaster/Acts of God • D = Non-Recoverable Tank Bottoms • E = Operating Gain/Loss (Reconciliation Adjusted) • F = Reclamation Loss • G =Abandon Product • K = Slop • M = Recovered Spill • N = Tariff Deduction Loss **Note** Codes A and E are available only at end of month.	Required	Select from drop-down menu
Gain/Loss	Identifies the impact this transaction has on the inventory.	Required	Select from drop-down menu
Quantity	Amount of fuel to be adjusted.	Required	See Description
Date	Date the fuel was issued/defueled. Defaults to the current date.	Required	Auto populated
Time	Time the fuel was issued/defueled. Defaults to the current time.	Required	Auto populated
Aviation	Identifies the product as an aviation fuel. Used to distinguish between aviation and ground fuels. Not required for ground fuel sales or credits.	Conditional see Description	Auto populated from the Product table.
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine. Required if fuel is capitalized by DESC.	Conditional see Description	The product is specified as Capitalized from the Product table.

Table 9-15: Determine transaction field descriptions (continued)

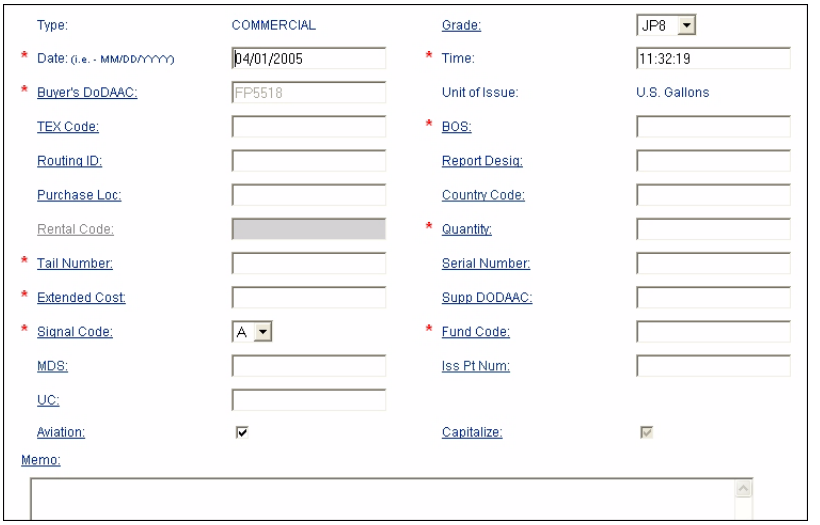
Field	Description	Data required	Source
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	The memo field is for local use only. Information entered in this field will not be processed to the FES.
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. **Note** Transactions sent to the FES hub cannot be edited or deleted.	Automatic (Not editable)	Auto populated after the record(s) have been built into the Account transfer file. The field is not editable.

Table 9-15: Determine transaction field descriptions (continued)

Commercial

Use Commercial transactions to record fuel that is purchased off site. This transaction type generally will not be completed by the DoD. In most cases, the DoD carries the NLS/NMU product codes for ground fuel and NAA product code for aviation fuel. Then, a Sale and Credit transaction is generated to account for this type of transaction in which an entity must be reimbursed for a sale from a commercial location. This window shows an example of a Commercial transaction.

Note The (A) in the Field and Description columns represents the labels viewed under the aviation product code. The (G) in the Field and Description columns represents the labels viewed under a ground fuel product code. If the Grade is changed to Ground, then the field requirements change.



Commercial transaction field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Automatic (Not editable)	Auto populated (Commercial)
Grade	Product represented by a three-character code authorized to be sold by the selling DFSP.	Required	Select from drop-down menu
Date	Date the fuel was issued/defueled. Defaults to the current date.	Required	Auto populated
Time	Time the fuel was issued/defueled. Defaults to the current time.	Required	Auto populated
Buyer's DODAAC	Department of Defense Activity Address Code (DODAAC) or Federal Activity Address Code (FEDAAC) or T-DODAAC of the receiving aircraft airwing/squadron/activity.	Required	See commercial sales receipt
Unit of Issue	Unit by which the product is measured.	Automatic (Not editable)	Auto populated (U.S. Gallons)
TEX Code	Transaction Exception Code.	Not Required	See Description

Table 9-16: Commercial transaction field descriptions

Field	Description	Data required	Source
BOS	Branch of Service.	Required	See commercial sales receipt
Routing ID	Three-character code that is assigned to each Defense Fuel Supply Point.	Not Required	See Description
Non-Fly ORG (G)/ Report Design (A)	Organization code for Air Force ground and aviation equipment.	Conditional see Description	See commercial sales receipt
Report Designator/ APC/TEC	The Sub Account for the airwing/squadron. Report Designator – Used by the Air Force. APC – Used by the Army (if JOPCN is used in the Supp DODAAC field, leave this field blank). TEC – Used by the Navy/Marine Corps.	Required	Army customers (APC) – See DD Form 1896, Line 1 positions 15-20 Navy customers (TEC) – See DESC Web site Air Force customers (Rpt Des) – Air Force Line of Accounting (AF LOA)
Vendor Code (G)/ Purchase Location (A)	Four-character code for off-site service stations (G). Four-character International Civil Aviation Organization (ICAO) code assigned to commercial airports.	Not Required	See Description
Country Code (A)	Three-character country code for aviation only, such as USA.	Not Required	See Description
Rental Code (G)	Rental Agreement Number (ground fuel only).	Not Required	See commercial sales receipt
Quantity	Amount of fuel issued/ defueled.	Required	See commercial sales receipt
Reg. Number (G)	Registration number of the vehicle/equipment (ground fuel only).	Required	See commercial sales receipt
Tail Number (A)	Identification number of the receiving/defueled aircraft. Navy/Marine Corps use 6-digits (also referred to as a Bureau Number). Army uses 7 digits. Air Force uses 8 digits (Aviation fuel only).	Required	See commercial sales receipt

Table 9-16: Commercial transaction field descriptions (continued)

Field	Description	Data required	Source
Sequence Number (G)/Serial Number (A)	Last four positions on the preprinted document.	Not Required	See commercial sales receipt
Extended Cost	Amount of fuel issued multiplied by price per unit.	Required	See commercial sales receipt
Supp. DODAAC	Supplemental account code number of the Buyer. This is required when the Signal Code is other than A. Also used by the Army and Navy/Marine Corps when Job Order Primary Control Numbers are used.	Conditional see Description	See commercial sales receipt
Signal Code	One-position code that signals which DODAAC is to receive the bill. Valid codes are A, B, C, D, J, K, L, M, W, and X.	Required	See commercial sales receipt
Fund Code	Two-character code that is assigned by the responsible command or financial office.	Required	See commercial sales receipt
MDS (A)	Mission Design Series (type of aircraft – aviation fuels only)	Required	See commercial sales receipt
Issue Pt Num	Last two numbers of the issuing truck/hydrant. Sometimes used to note when a truck has been issued more than 99 times in one day. In this case the code is the 1st letter of the Issue Pt (issue point) and the last digit of the issuing truck (original Issue Number).	Not Required	See commercial sales receipt
UC	Use code (transaction identifier).	Required	**Army customers** Use A for all aviation Sales/Credit Use 1 for all ground fuel Sales/Credits **Navy customers** Use A for all aviation Sales/Credits Use 1 for all ground fuel Sales/Credits **Note** Navy Base Level DFSPs issuing fuel to Navy Ships enter the MILSTRIP Document Number from Block 6 of the DD Form 1149 with a Use Code of S.

Table 9-16: Commercial transaction field descriptions (continued)

Field	Description	Data required	Source
Aviation	Identifies the product as an aviation fuel. Used to distinguish between aviation and ground fuels. Not required for ground fuel sales or credits.	Conditional see Description	Auto populated from the Product table.
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine. Required if fuel is capitalized by DESC.	Conditional see Description	The product is specified as Capitalized from the Product table.
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	The memo field is for local use only. Information entered in this field will not be processed to the FES.
DESC	Identifies the status of the transaction. When the transaction has been sent to the Defense Energy Support Center (DESC), a check mark appears in the check box. **Note** Transactions sent to the DESC cannot be edited or deleted.	Automatic (Not editable)	Auto populated after the record(s) have been built into the Account transfer file. The field is not editable.

Table 9-16: Commercial transaction field descriptions (continued)

Query Utility

Use queries to investigate database issues, gather information about your site's transactions, or locate a particular record. For example, you can run a query against your database to determine the number of transactions over 5000 gallons you processed in December. If you want to know when a specific truck was last used, you can run a query of your accounting databases for transactions, equipment, and employees.

Query operators and logic

The FuelsManager Defense Query utility uses standard query operators and logic, as defined in the "Query operators and logic" table.

Operator	Definition
<	Less than
<=	Less than or equal to
<>	Not equal to
=	Equal to
>	Greater than
>=	Greater than or equal to
IS BLANK	Equals blank
LIKE	Is like

Table 9-17: Query operators and logic

Building transactions queries

The Query page provides a step-by-step process for building a query. There are two types of queries that you can build: Transactions and Customer Accounts.

A Transactions query filters the transactions that are in the database. The filter can include any of the fields available in the Transaction tables.

Example 1: Query all transactions

1. From the main menu, click Query.
2. In Step 1, select Transactions from the Query table.

3. In Step 2, select the query results from the Available Fields list, and then click Assign. The fields move to the Selected Fields list.
   - To select multiple fields, press the Ctrl key while selecting each field.
   - Use the up and down arrows to arrange the field order.
4. In Step 3, enter the Query criteria. Select the Field and an Operator, and then enter the value.

   For example, if you want to see all JP8 Transactions in your database, select Grade for the Criteria, equals (=) as the operator, and type JP8 in the Value field.

   You can also query transaction check boxes (such as the DESC check box) by entering a value of 1 to query for a checked box, and 0 for an unchecked box.
5. Click Add Phrase. The system adds the phrase to the Filter Phrase window.

   Use the (), AND, OR, and NOT buttons to apply multiple phrases to the filter, such as (Type = Sale AND Date > January 1, 2006 AND Date < January 2, 2006). This example returns only transactions that were SALES on the date of January 1, 2006.
6. Click Clear Last to remove the last phrase added to query filter phrase box. Click Clear All to remove all phrases in the query filter phrase box.
7. In Step 4, click Save to store the query. For more information, see the “Saving queries” section.
8. Click Submit to view the query results. For more information, see the “Working with query results” section.

Example 2: Using wildcard characters

1. From the main menu, click Query.
2. In Step 1, select Transactions from the Query table.
3. In Step 2, select the query results from the Available Fields list, and then click Assign. In this example, select Tail Number. The field moves to the Selected Fields list.
   - To select multiple fields, press the Ctrl key while selecting each field.
   - Use the up and down arrows to arrange the field order.
4. In Step 3, enter the Query criteria.

For example, if you want to see all tail numbers that begin with 8400, select Tail Number for the Criteria, enter like as the operator, and type 8400% in the Value field.

5. Click Add Phrase. The system adds the phrase to the Filter Phrase window.

   This example returns tail numbers such as 8400105, 8400107, 8400126, and 8400135. You can also use the underscore _ as a wildcard character.

6. Click Clear Last to remove the last phrase added to query filter phrase box. Click Clear All to remove all phrases in the query filter phrase box.
7. In Step 4, click Save to store the query. For more information, see the “Saving queries” section.
8. Click Submit to view the query results. For more information, see the “Working with query results” section.

Building customer accounts queries

A customer accounts query filters the transactions that are in the database. The filter can include any of the fields available in the Transaction tables.

1. From the main menu, click Query.
2. In Step 1, select Customer Accounts from the Query table.
3. In Step 2, select the query results from the Available Fields list, and then click Assign. The fields move to the Selected Fields list.
   - To select multiple fields, press the Ctrl key while selecting each field.
   - Use the up and down arrows to arrange the field order.
4. In Step 3, enter the Query criteria. Select the Field and an Operator, and then enter the value.

   For example, if you want to see all vehicles that use MUR records in your database, select Grade for the Criteria, equals (=) as the operator, and type MUR in the Value field.

5. Click Add Phrase. The system adds the phrase to the Filter Phrase window. Use the (), AND, OR, and NOT buttons to apply multiple phrases to the filter, such as AND (Signal Code) = ‘A’. This example returns records that were marked as signal code A.

6. Click Clear Last to remove the last phrase added to query filter phrase box. Click Clear All to remove all phrases in the query filter phrase box.
7. In Step 4, click Save to store the query. For more information, see the “Saving queries” section.
8. Click Submit to view the query results. For more information, see the “Working with query results” section.

Working with query results

Use the Query Results page to view, download, and print query results.

1. In the Edit Column, click an icon to view a transaction. Click Close to return to the Query Results page.
2. Click the drop-down arrow next to Records per page to change the number of records listed.
3. Click the Printer Friendly Version link to print query results. The FuelsManager Defense Query Results page appears. Select File, Print and then follow the steps required for the Print command.
4. Click Download Results to download query results to the queryresults.csv file and display them in an Excel spreadsheet.
5. Save the Excel spreadsheet.

Saving queries

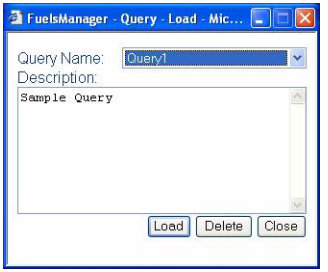
You can save a query for later use.

1. After you build your query, click Save. The Query Save dialog box appears.

2. Type an appropriate Query Name and Description.
3. Click Save. The window closes and saves your query. For more information, see the “Loading queries” section.

Loading queries

You can load any query that you have previously saved.



1. From the main menu, click Query.
2. Click and follow the load a saved query link.
3. Select the Query Name, and then Click Load. The system closes the window and displays the selected query on the Query page.

Examples

The “Common queries: Accounting” table lists the applications, criteria, and results for common queries.

Application	Query Results	Criteria
Accounting	Indicates all transactions on 8/10/2007 for DODAACs that begin with FP and do not have PAF for the Branch of Service (BOS).	[Date] = '8/10/2007' AND [Buyer's DODAAC] LIKE 'FP%' AND [BOS] <> 'PAF'

Table 9-18: Common queries: Accounting

Application	Query Results	Criteria
Accounting	Indicates all dates that are greater than or equal to 10/1/2006 and dates that are less than or equal to 10/31/2006, where the grade equals JP8 and the issue point equals HT.	[Date] >= '10/01/2006' AND [Date] <= '10/31/2006' AND [Grade] = 'JP8' AND [Iss Pt] = 'HT'
Accounting	Indicates the following: • MDS does not equal T and the type is equal to Sale. • Date is greater than or equal to 3/1/2006 and date is less than or equal to 3/31/2006. • Grade is not equal to DEI. • Buyers DODAAC is not equal to FP4620, FP6471, 470577, W68N9X, HQCWGP, TM5307, and FP2403.	[MDS] <> 'T' AND [Type] = 'SALE' AND [Date] >= '03/01/2006' AND [Date] <= '03/31/2006' AND [Grade] <> 'DEI' AND [Buyer's DODAAC] <> 'FP4620' AND [Buyer's DODAAC] <> 'FP6471' AND [Buyer's DODAAC] <> '470577' AND [Buyer's DODAAC] <> 'W68N9X' AND [Buyer's DODAAC] <> 'HQCWGP' AND [Buyer's DODAAC] <> 'TM5307' AND [Buyer's DODAAC] <> 'FP2403

Table 9-18: Common queries: Accounting

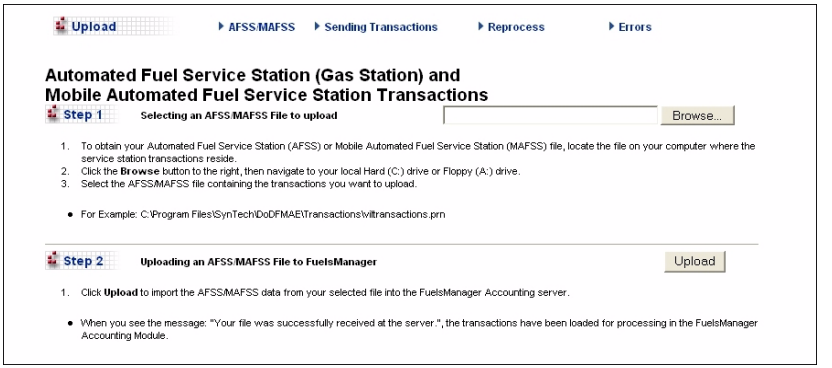
File Uploads

Importing AFSS and MAFSS files

If you use DESC standard service station software, you can import two types of files that you can upload into your FuelsManager Defense ledgers:

- AFSS (Automated Fuel Service Station)
- MAFSS (Mobile Automated Fuel Service Station)

If any Reg ID in the AFSS or MAFSS file matches a record in your Customer Accounts table, the system uses the Customer Accounts data to populate the appropriate Billing Information.


Upload
AFSS/MAFSS
Sending Transactions
Reprocess
Errors
Automated Fuel Service Station (Gas Station) and
Mobile Automated Fuel Service Station Transactions
Step 1
Selecting an AFSS/MAFSS File to upload
Browse...
1. To obtain your Automated Fuel Service Station (AFSS) or Mobile Automated Fuel Service Station (MAFSS) file, locate the file on your computer where the service station transactions reside.
2. Click the Browse button to the right, then navigate to your local Hard (C:) drive or Floppy (A:) drive.
3. Select the AFSS/MAFSS file containing the transactions you want to upload.
For Example: C:\Program Files\SynTech\DoDFMAE\Transactions\viltransactions.prn
Step 2
Uploading an AFSS/MAFSS File to FuelsManager
Upload
1. Click Upload to import the AFSS/MAFSS data from your selected file into the FuelsManager Accounting server.
When you see the message: "Your file was successfully received at the server.", the transactions have been loaded for processing in the FuelsManager Accounting Module.

Uploading AFSS or MAFSS files into Accounting

1. Export the AFSS file. For more information, see your AFSS documentation.
2. In the Ledger table, click Upload.
3. Click the Browse button. A Choose file dialog box appears.
4. Navigate your directories, select the file you want to import, and then click Open. The Import File Name field displays the root and filename of the file you selected.
5. Click Upload. The system uploads the file and adds the transactions to the appropriate ledgers. A message prompt appears: Your file was successfully received at the server.

Creating ACCOUNT.SND files

Use the Sending Transactions option to create the ACCOUNT.SND file, which includes daily accounting transactions and ledger totals. You then manually upload the file to Fuels Enterprise Server (FES).

Upload
AFSS/MAFSS
Sending Transactions
Reprocess
Errors
Send Transactions to Fuels Enterprise Server (FES)
Step 1
Sending transactions to FES
Create ACCOUNT.SND
1. Review and verify daily transactions and ledger totals.
2. When you are satisfied with your accounting transactions click the Create ACCOUNT.SND button to the right. This action creates the ACCOUNT.SND file that must be uploaded to the Fuels Enterprise Server (FES).
3. The ACCOUNT.SND file is saved in the selected location.

1. Review and verify your daily transactions and ledger totals.

2. From the Accounting main menu, click Upload. The upload window appears.
3. Click Sending Transactions, and then click Create ACCOUNT.SND. The system creates the file and a message confirmation appears: Do you want to save this file?
4. Click the Save button.
5. Select a location on the hard drive to save the file, and then click the Save button. Go to the "Uploading ACCOUNT.SND files using Eload" procedure.

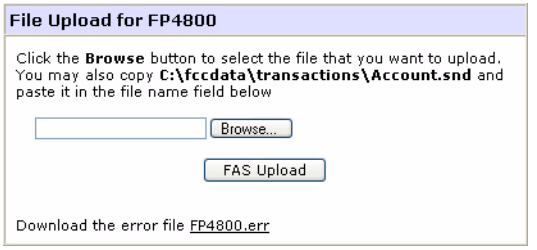
Uploading ACCOUNT.SND files using Eload

1. From the Windows Start menu, select the Web browser.
2. Select the location of the FES Hub at https://www.fes-hub.desc.dla.mil and then press Enter.
3. Click the Fuels Customer & Inventory link. The Fuels Customer and Inventory Login page appears.

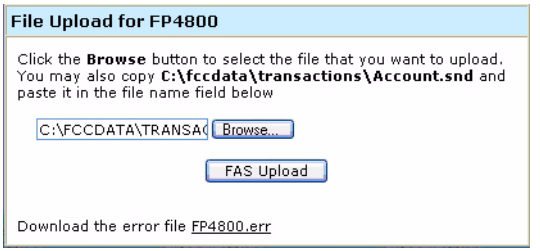
DEFENSE FAS ENTERPRISE SERVER
Home
Customer Support
Download DESC SOP
SAAR Instructions/Forms
Get Acrobat Reader
Fuels Customer and Inventory Login
User Name
Password
Login
If you do not have a user account, click here to obtain the System Authorization and Access Request (SAAR) instructions and request forms at the DESC Web Interim Procedure Index page (Scroll down to DESC-DC-I-24, DESC AIS Access Request). Click here to find the "Get Acrobat Reader" if you do not have Acrobat Reader on your computer.
Please navigate to the General Information section on the DESC web site or click the link below:
General Information

4. Enter your DODAAC.
5. Enter your User Name and Password and click Login. The main menu appears.

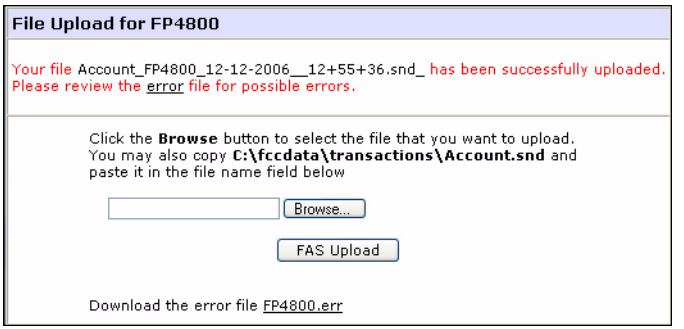
6. From the main menu, click Eload. The File Upload dialog box appears.


File Upload for FP4800
Click the Browse button to select the file that you want to upload.
You may also copy C:\fccdata\transactions\Account.snd and
paste it in the file name field below
Browse...
FAS Upload
Download the error file FP4800.err

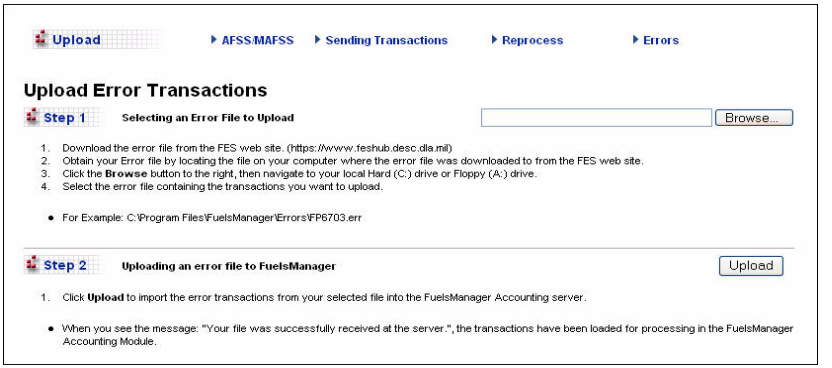
7. Click the Browse button. A Choose File dialog box appears.
8. Navigate to the directory where you saved the file, select the file to upload, and then click Open. The File Upload dialog box appears and includes the file name.


File Upload for FP4800
Click the Browse button to select the file that you want to upload.
You may also copy C:\fccdata\transactions\Account.snd and
paste it in the file name field below
C:\FCCDATA\TRANSA
Browse...
FAS Upload
Download the error file FP4800.err

9. Click the FAS Upload button. The system sends the file to FES and a confirmation message appears: Your file was successfully loaded.


File Upload for FP4800
Your file Account_FP4800_12-12-2006__12+55+36.snd_ has been successfully uploaded.
Please review the error file for possible errors.
Click the Browse button to select the file that you want to upload.
You may also copy C:\fccdata\transactions\Account.snd and
paste it in the file name field below
Browse...
FAS Upload
Download the error file FP4800.err

Upload error transactions to Accounting


Upload
AFSS/MAFSS
Sending Transactions
Reprocess
Errors
Upload Error Transactions
Step 1
Selecting an Error File to Upload
Browse...
1. Download the error file from the FES web site. (https://www.feshub.desc.dla.mil)
2. Obtain your Error file by locating the file on your computer where the error file was downloaded to from the FES web site.
3. Click the Browse button to the right, then navigate to your local Hard (C:) drive or Floppy (A:) drive.
4. Select the error file containing the transactions you want to upload.
For Example: C:\Program Files\FuelsManager\Errors\FP6703.err
Step 2
Uploading an error file to FuelsManager
Upload
1. Click Upload to import the error transactions from your selected file into the FuelsManager Accounting server.
When you see the message: "Your file was successfully received at the server.", the transactions have been loaded for processing in the FuelsManager Accounting Module.

You must upload the error file (.err) to the Accounting server so that you can identify and correct any errors from the ledger. Do not attempt to reverse or reverse/update error transactions. Use these options only when you must remove or replace a valid Fuels Enterprise Server hub transaction.

1. Obtain your error file and save it to a local directory.
2. From the Accounting main menu, click Upload, and then click Errors. The Upload Error Transactions window appears.
3. Click the Browse button and select the error file you want to upload.
4. Click Upload. A confirmation message appears: Your file was successfully received at the server.
5. Check your ledger for errors. The days that contain errors are shaded red. When you open those days, the transactions that are in error appear red.

DESC check box

Each transaction contains a DESC check box at the bottom of the page, next to the Memo field. This check box indicates whether the transactions were built into the ACCOUNT.SND file. After you send transactions to the Fuels Enterprise Server (FES), the DESC check boxes for these transactions are selected.

When the DESC check box is cleared, the transaction has not been sent to the DESC and you can edit it. If the check box is selected, you cannot edit or delete the transaction. You can, however, use the Reverse or

Reverse/ Update options if you need to cancel or change a transaction that has already been sent to the DESC.

Do not attempt to Reverse or Reverse/Update an error transaction. For information on correcting error transactions from the FES, see the “Reversing and updating transactions” section.

Reverse and Reverse/Update options

FuelsManager Defense provides options to correct transactions that have already been sent to the FES and have posted as valid transactions on the FES. When you open a transaction in Edit mode, the Reverse and Reverse/Update buttons appear at the bottom of the window.

Use Reverse and Reverse/Update only to remove or replace valid posted transactions that appear in your FES ledgers. Before you reverse and update transactions sent to the FES, you must first upload the error file to see if the transactions appear in the table as rejects or errors. Correct these errors rather than using the Reverse and Reverse/Update options. Repeat this step until there are no errors present. For more information, see the “Upload error transactions to Accounting” section.

Reversing transactions

You can reverse a transaction that has already been sent to the FES and has posted as a valid transaction on the FES. Reversing a transaction creates a transaction with the flags required to cancel the original transaction.

1. From the Ledger table, click the date of the transaction.
2. Find the transaction you want to reverse and click the corresponding Edit icon. The transaction appears in editable form.
3. Review the data and verify that this is the transaction you want to reverse.
4. Click Reverse. A confirmation message appears.
5. Are you sure you want to reverse this record?
   - If yes, click OK. The system creates the reverse post transaction and enters the reverse transaction to be sent to DESC the next time you upload to the FES.
   - If no, click Cancel. The system returns to the transaction with no reverse post action taken.

Reversing and updating transactions

You can reverse and update a transaction that has already been sent to the FES and has posted as a valid transaction on the FES. Like reversing, the Reverse/Update option creates a transaction with the flags required to cancel the original transaction. It also creates a new transaction so that you can enter the correct data.

This option is useful when you have sent a transaction to FES that posted as valid but has incorrect data. You can reverse this transaction and enter a corrected transaction.

1. From the Ledger table, click the date of the transaction.
2. Find the transaction you want to reverse and click the corresponding Edit icon. The transaction appears in editable form.
3. Review the data and verify that this is the transaction you want to reverse/update.
4. Click Reverse/Update. A confirmation message appears.
5. Are you sure you want to reverse this record and create a new record?
   - If yes, click OK. The system creates the reverse post transaction and prompts you to enter a corrected version of the transaction. Correct the transaction, and then click Save. The system creates a new transaction.
   - If no, click Cancel. The system returns to the original transaction with no reverse post action taken.

Reprocessing transactions

You can set transactions by product and date to be reprocessed in the next ACCOUNT.SND file.

1. From the Accounting main menu, click Upload, and then click Reprocess. The Reprocess Transactions window appears.
2. From the Available Products list, select the products to reprocess and click Assign. The products move to the Selected Products list.
3. Click Add Date to add a date to the transactions.
4. Click Reprocess.

End of Month (EOM) process

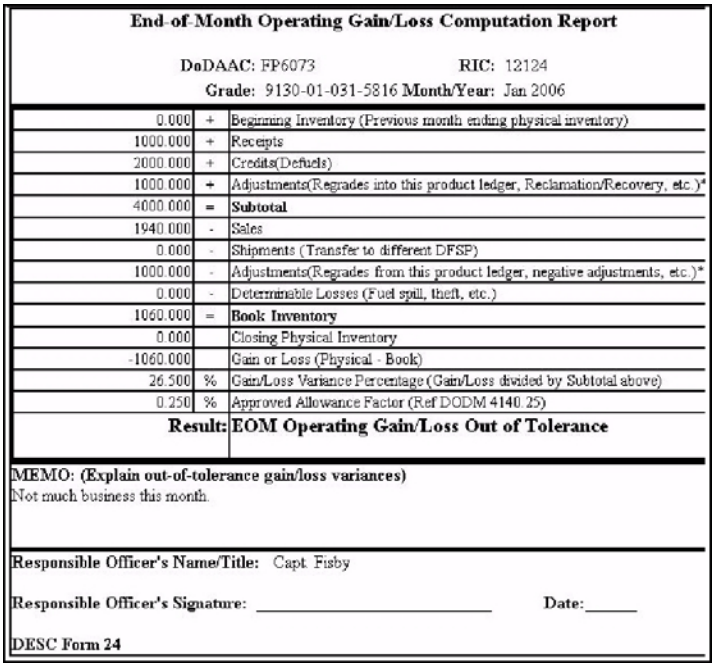
The End of Month (EOM) process is triggered by entering an Adjust transaction on the last day of the month. When you save the Adjust transaction, FuelsManager Defense sends an email to the designated responsible officers identified in either the Employees table or the Personnel application. A Determine transaction is automatically created that is sent with the ACCOUNT.SND file to the Fuels Enterprise Server (FES), along with the Adjust transaction.

Configuring email for responsible officers

1. From the main menu, click Reference Tables, and then click Employees. The Employees list appears.
2. Click Add New Employee. The Employees page appears.
3. Enter the Employee ID (which must be a unique identifier and is required) and Title. Do not use the employee's Social Security number.
4. Enter the last, first, and middle names.
5. Enter the Email address. You must complete this field for those employees who are required to receive the End-of-Month report.
6. Select the Responsible Officer check box if this employee is designated as a responsible officer. If selected, the employee is placed on the responsible officer list and receives the End of Month (EOM) Report.
7. Click Add, and then click Close. The system adds the employee to the database. In addition, create an entry for DESC, so that DESC employees will receive the EOM Report. This email address is descfii.reports@dla.mil.

   The EOM Report is sent to any employee who meets these conditions: an email address is configured in the Employees table and the Responsible Officer check box is selected.

Entering EOM transactions and viewing the EOM report



End-of-Month Operating Gain/Loss Computation Report

DoDAAC: FP6073 **RIC:** 12124

Grade: 9130-01-031-5816 **Month/Year:** Jan 2006

0.000	+	Beginning Inventory (Previous month ending physical inventory)
1000.000	+	Receipts
2000.000	+	Credits(Defuels)
1000.000	+	Adjustments(Regrades into this product ledger, Reclamation/Recovery, etc.)*
4000.000	=	**Subtotal**
1940.000	-	Sales
0.000	-	Shipments (Transfer to different DFSP)
1000.000	-	Adjustments(Regrades from this product ledger, negative adjustments, etc.)*
0.000	-	Determinable Losses (Fuel spill, theft, etc.)
1060.000	=	**Book Inventory**
0.000		Closing Physical Inventory
-1060.000		Gain or Loss (Physical - Book)
26.500	%	Gain/Loss Variance Percentage (Gain/Loss divided by Subtotal above)
0.250	%	Approved Allowance Factor (Ref DODM 4140.25)
Result:		**EOM Operating Gain/Loss Out of Tolerance**

MEMO: (Explain out-of-tolerance gain/loss variances)
Not much business this month.

Responsible Officer's Name/Title: Capt Fisby

Responsible Officer's Signature: _____ **Date:**_____

DESC Form 24

1. Create an Adjust transaction for the last day of the month for a specific product, for example, JP8. After the Adjust transaction is saved, the EOM Report appears.

   Note Only products that are capitalized generate an End of Month Report.

2. Enter any appropriate RIC entry or notes in the Memo (not required).
3. Enter the responsible officer's name and title, if you want it to appear on the printed report.
4. Click Close.

FuelsManager Defense sends the emails to any Responsible Officers identified in the Personnel application. FuelsManager also transfers the Gain/Loss Computation report to your email client and populates an email with report data. All EOM Reports are sent to the DESC. This EOM Process also auto generates the Determine transaction.

Opening and printing Reconciliation (EOM) reports

The End of Month Report provides a summary of all transactions performed at a site for a user-defined period, normally a calendar month. The site's activity is displayed in columns, simulating the mathematical formula used to obtain the monthly gain or loss.

1. From the Ledger table, click Reconciliation (EOM). A new browser opens and displays the report.
2. Click Show Printable Version. The page refreshes and updates the report with the information you entered.
3. On your Web browser, click File and click Print.

Printing ledgers

1. Click Printer Friendly Version in the upper-right hand corner of the page. A new window appears with the ledger information.
2. On your Web browser, click File and click Print. The Print Dialog box appears.
3. Select your desired print settings and click OK. The ledger prints.
4. Close the Printer Friendly Version of the Web browser.

10 Scheduler

About Scheduler

This section assumes that you belong to a FuelsManager Defense group that has view and modify rights for Scheduler data.

Use the Scheduler to enter and maintain appointments for operators and equipment. You can enter either recurring or stand-alone appointments and the Scheduler reminds you that the operator or equipment is due for the appointment.

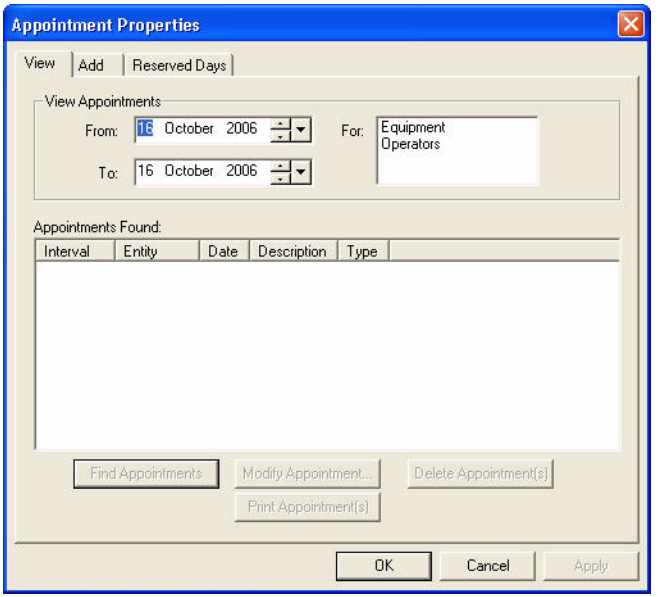
In addition to entering appointments, you can also modify and delete them. Only those users with modify rights to Scheduler can create and modify appointments. You can also track reserved days, which are days that you can choose to not make available for appointments. These can include holidays or other occasions.

Quality control support

You can schedule QC Due Dates in the Scheduler that appear to the QC users when they get their QC schedules for that day. To do this, add an appointment for an Equipment ID and set the category to Quality Control.

Appointment Properties dialog box

The Scheduler application does not appear in a grid window as most other applications do. All Scheduler data can be viewed and edited from the Appointment Properties dialog box. You cannot work in other applications while the Scheduler (Appointment Properties dialog box) is open.



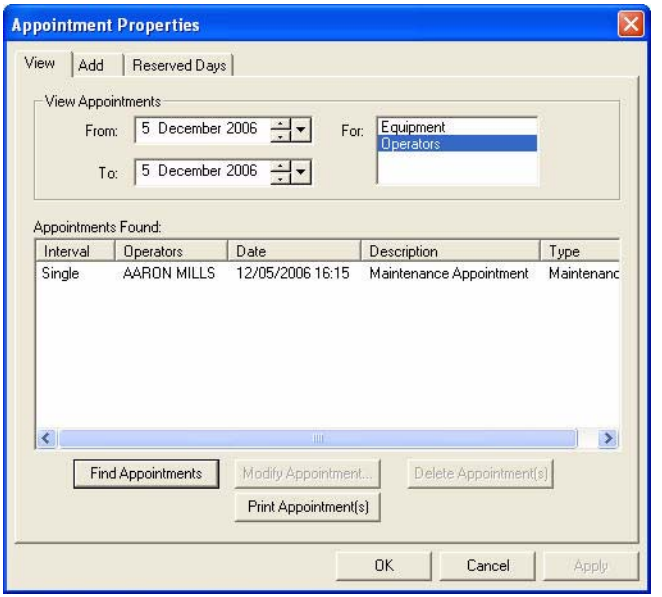
Using the Scheduler

Opening the Appointment Properties dialog box

- From the FuelsManager Defense window, click Modules, and then click Scheduler.

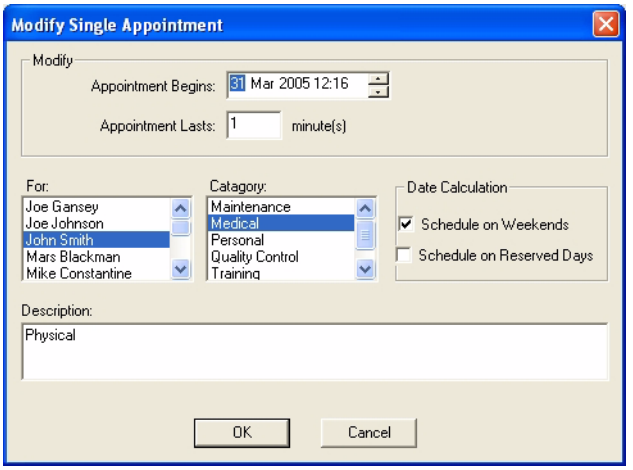
Viewing and printing appointments

You can view and print appointments for either a single day or a date range in the Appointment Properties dialog box.



1. From the Appointment Properties dialog box, click the View tab.
2. Under View Appointments, select the From and To dates. If you only want to find appointments in one date, select that date in both fields.
3. Select whether you want to find appointments for Equipment or Operators. You cannot view appointments for both at the same time.
4. Click Find Appointments. Any appointments that match the information you entered appear in the Appointments Found list.
5. Select the appointments to print.
6. Click Print Appointment(s). The Print Dialog box appears.
7. Select the required print settings and click OK. Appointments based on your search criteria are printed.

Modifying appointments



1. From the Appointment Properties dialog box, find the appointment you want to modify. For instructions, see the “Viewing and printing appointments” section.
2. In the Appointments Found list, select the appointment and click Modify Appointment. The Modify Appointment dialog box appears. Appointments are either Single or Recurring, depending on the appointment type.
3. Make any necessary changes to the appointment and click OK. The dialog box closes and the system updates the appointment record in the database.

Deleting appointments

1. From the Appointment Properties dialog box, find the appointment you want to delete. For instructions, see the “Viewing and printing appointments” section.
2. In the Appointments Found list, select the appointment and click Delete Appointment(s). A message prompt appears.
3. Click OK. The system deletes the appointment record from the database.

Adding new appointments

You can add new appointments to the Scheduler application for equipment and for operators.

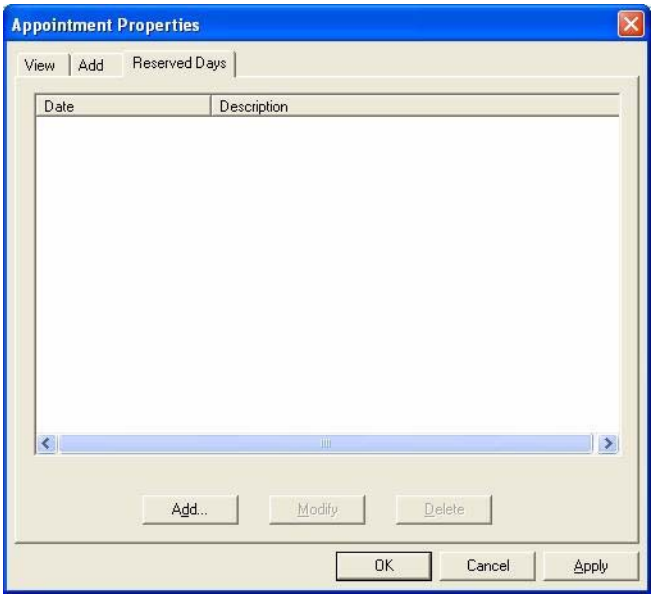
1. From the Appointment Properties dialog box, click the Add tab.
2. Under Add Appointment, select the Start Date and Time, Duration in minutes, and designate whether the appointment is for operators or equipment.
3. In either the Operators or Equipment list (depending on your selection in the previous step), select the operator's name or equipment ID that the appointment is for.

   Note Press either the Shift key or the Ctrl key to select multiple pieces of equipment.
4. Select the Category for the appointment. If you are setting a QC Due Date, select Quality Control.
5. Type a short Description of the appointment.
6. In the Date Calculation section, select or clear Schedule on Weekends and Schedule on Reserved Days in your appointment scheduling.

7. Under Type, select whether the appointment happens only once (Single), or whether the appointment is Recurring. If you select Recurring, the period and corresponding options appear.
8. If the appointment is recurring, select the Period (Daily, Weekly, Monthly, or Yearly) and set the options.
9. Click Apply. A message prompt appears.
10. Review the information, and then click OK. The Appointment Properties dialog box appears.

Reserved days

Use the Reserved Days option to designate special days that you want to exclude from the appointments list, such as holidays or other noteworthy events. When you add an appointment, you can indicate if you want to use reserved days for the appointment.



Adding reserved days

1. From the Appointment Properties dialog box, click the Reserved Days tab, and then click Add. The Add/Modify Reserved Days dialog box appears.
2. Enter a new date, a short description, and then click OK. The system adds the new reserved day to the list.
3. Repeat these steps to add additional days.

Modifying reserved days

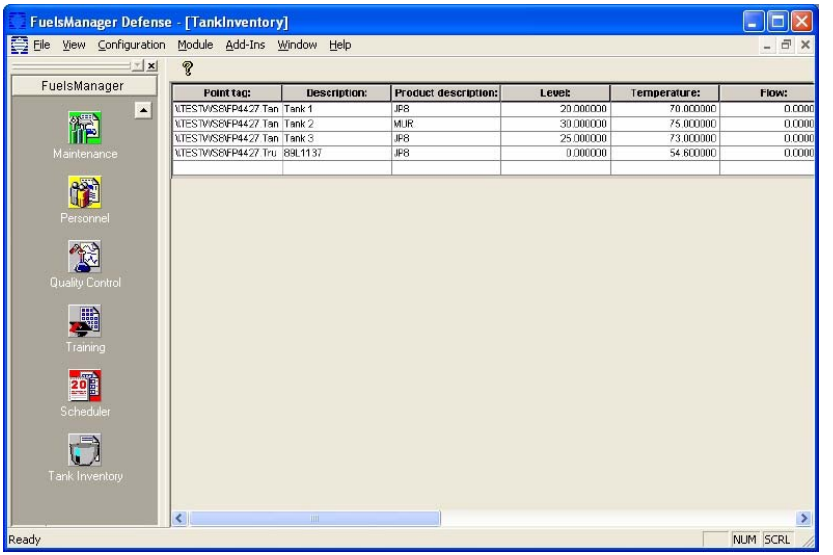
1. From the Appointment Properties dialog box, click the Reserved Days tab. The Add/Modify Reserved Days dialog box appears.
2. Select the reserved day you want to update and click Modify. The Add/Modify Reserved Days dialog box appears.
3. Change the description, and then click OK. The system changes the reserved date entry.

Deleting reserved days

1. From the Appointment Properties dialog box, click the Reserved Days tab.
2. Select the reserved day you want to delete and click Delete. A message prompt appears.
3. Click Yes.

11 Tank Inventory

About Tank Inventory



This section assumes that you belong to a FuelsManager Defense group that has view and modify rights for Tank Inventory data.

Use the Tank Inventory application to view current inventory data from Inventory Management for each tank and refueling unit. To view inventory data from the Tank Inventory application, you must configure one refueling unit in Inventory Management as a database point.

The database point is used to link the refueling units in the FuelsManager Defense Equipment application to Inventory Management. As the refueling units fuel level changes in FuelsManager Defense, it is changed in Inventory Management as well. For more information about setting up database points, see the “Creating Database Points” section in the *FuelsManager Defense Administrator Manual* (Inventory Management).

Configuring Tank Inventory

As stated above, linking one refueling unit to a database point in Inventory Management allows the data from Inventory Management to be viewed in the FuelsManager Defense Tank Inventory application. However, if more than one refueling unit exists in FuelsManager Defense, a corresponding database point connection is required in Inventory Management to update Inventory Management with current fuel levels for refueling units.

Configuring Tank Inventory is accomplished by configuring the System and Point Tag fields in the Status Record (Equipment Properties) for that refueling unit. For more information about configuring the System and Point Tag fields, see the “Adding status records” section. After properties for the refueling unit are set, you can view current inventory data to include all tanks and refueling units in the Tank Inventory grid window.

Tank Inventory Grid Window

Tank Inventory field descriptions

Field	Description
Point tag	Tag that includes the Inventory Management database system, point name, and description.
Description	A descriptive name to be used for a point as described in Inventory Management.
Product description	Product name as described in Inventory Management.
Level	Measured product level.
Temperature	Average product temperature.
Flow	Product flow based on volume change.
Volume gross	Total product volume corrected for water level, BSW, and roof volume correction.
Volume net	Total volume corrected to standard temperature.
Mass	Total mass of product.

Table 11-1: Tank Inventory field descriptions

Field	Description
Volume available net	Total volume that can be removed from the tank.
Volume remaining net	Total net volume that can be added to the tank.
Tank status	Indicates tank status (Stopped, Filling, Emptying, Running, and Disabled).

Table 11-1: Tank Inventory field descriptions (continued)

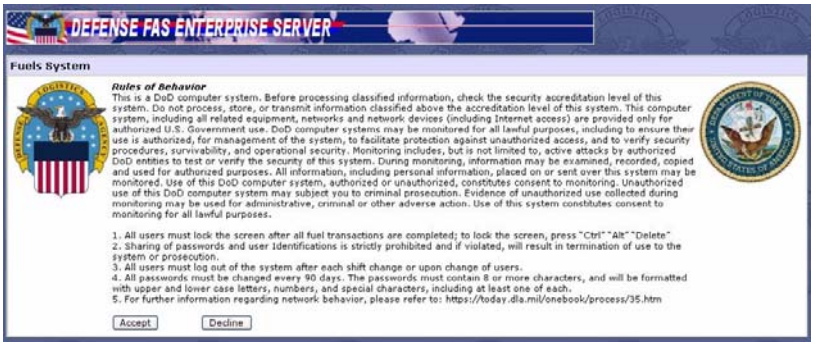
Accessing the FES Web Site

1. From the Windows Start menu, select the Web browser, or double-click the browser icon on the desktop.
2. Select the location of the FES Hub at https://www.fes-hub.desc.dla.mil and then press Enter. A Security Alert appears.

   When you access the FES Web site, you must confirm a number of security settings, rules of conduct, functional notes, and policy statements. After doing so you can access the FES site using the required secure hypertext protocols. Follow the prompts to acquire the certificate.

Security Alert
Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.
The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.
The security certificate date is valid.
The name on the security certificate is invalid or does not match the name of the site
Do you want to proceed?
Yes
No
View Certificate

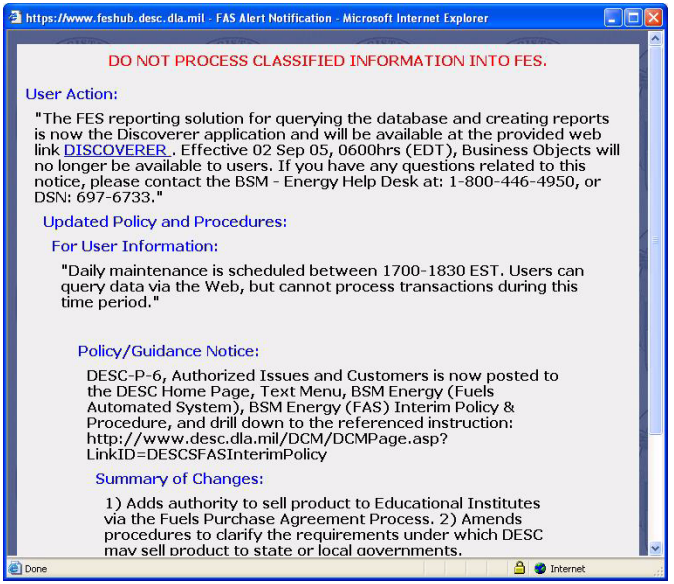
3. Click Yes. The Rules of Behavior statement appears.


DEFENSE FAS ENTERPRISE SERVER
Fuels System
Rules of Behavior
This is a DoD computer system. Before processing classified information, check the security accreditation level of this system. Do not process, store, or transmit information classified above the accreditation level of this system. This computer system, including all related equipment, networks and network devices (including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of this DoD computer system may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring for all lawful purposes.
1. All users must lock the screen after all fuel transactions are completed; to lock the screen, press "Ctrl" "Alt" "Delete"
2. Sharing of passwords and user Identifications is strictly prohibited and if violated, will result in termination of use to the system or prosecution.
3. All users must log out of the system after each shift change or upon change of users.
4. All passwords must be changed every 90 days. The passwords must contain 8 or more characters, and will be formatted with upper and lower case letters, numbers, and special characters, including at least one of each.
5. For further information regarding network behavior, please refer to: https://today.dla.mil/onebook/process/35.htm
Accept
Decline

4. Review the Rules of Behavior, and then click Accept. A message prompt regarding your browser settings appears.

Microsoft Internet Explorer
User Action: Do not block the FESP web formatted message through your browser, in order for you to receive all operational information and updates.
OK

5. Click OK. FES displays important policy information regarding classified information.


https://www.feshub.desc.dla.mil - FAS Alert Notification - Microsoft Internet Explorer
DO NOT PROCESS CLASSIFIED INFORMATION INTO FES.
User Action:
"The FES reporting solution for querying the database and creating reports is now the Discoverer application and will be available at the provided web link DISCOVERER . Effective 02 Sep 05, 0600hrs (EDT), Business Objects will no longer be available to users. If you have any questions related to this notice, please contact the BSM - Energy Help Desk at: 1-800-446-4950, or DSN: 697-6733."
Updated Policy and Procedures:
For User Information:
"Daily maintenance is scheduled between 1700-1830 EST. Users can query data via the Web, but cannot process transactions during this time period."
Policy/Guidance Notice:
DESC-P-6, Authorized Issues and Customers is now posted to the DESC Home Page, Text Menu, BSM Energy (Fuels Automated System), BSM Energy (FAS) Interim Policy & Procedure, and drill down to the referenced instruction: http://www.desc.dla.mil/DCM/DCMPage.asp?LinkID=DESCSFASInterimPolicy
Summary of Changes:
1) Adds authority to sell product to Educational Institutes via the Fuels Purchase Agreement Process. 2) Amends procedures to clarify the requirements under which DESC may sell product to state or local governments.
Done
Internet

6. Review these policies and guidelines and close the window. The Fuels System page appears.

   The Fuels System page is the top-level entry point to the areas of FES. From this page, you can go into the secured area, view the Customer Support information, or download the *Base Level User Guide*.

DEFENSE FAS ENTERPRISE SERVER
Login
Customer Support
Download DESC SOP
Fuels System
Fuels Customer & Inventory
The Fuels Automated System Enterprise Server (FES), known as 'Hub', is an Automated Information System (AIS) designed to support the Defense Energy Support Center (DESC) and the Military Services in performing their responsibilities in fuel management and distribution.
These web pages provide the capability for users (i.e. buyers, sellers, processors, and managers) to view their data within the central database.
Customer Support
Choose the Fuels Customer Support page to find Points of Contact, Frequently Asked Questions and other useful information.
For more information, you can download the DESC Help Desk Standard Operation Procedures (SOP)
New! User Guide!
The current FAS Base Level User Guide is available at "COACH" ! You must log on to Fuels Customer and Inventory. Once logged on, press Help from any of the menu options.

7. Click Fuels Customer & Inventory or click Login from the main menu.

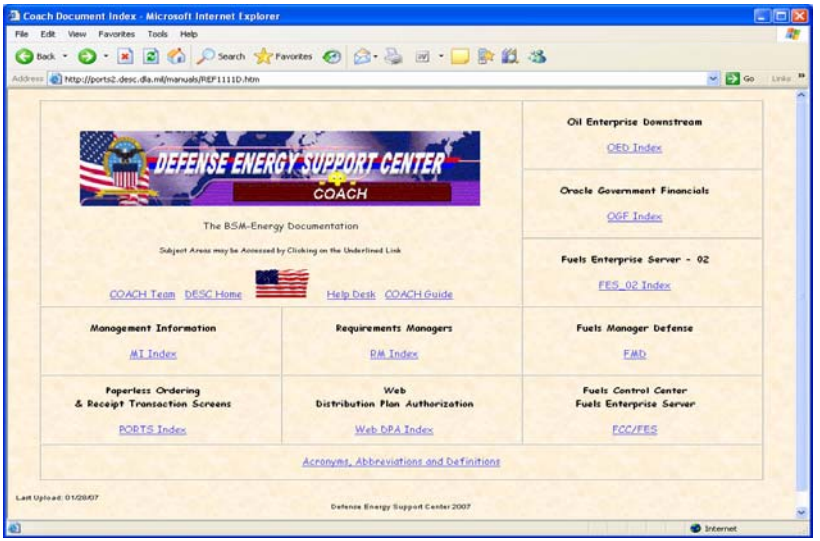
   Regarding Security and Privacy: No attempt shall be made to modify any portion of the software by unauthorized personnel. Access to BSM-E applications will be strictly limited to authorized personnel only.

   For information concerning the Interim Authority to Operate and to download the complete System Security Authorization Agreement, visit the DESC Web site.

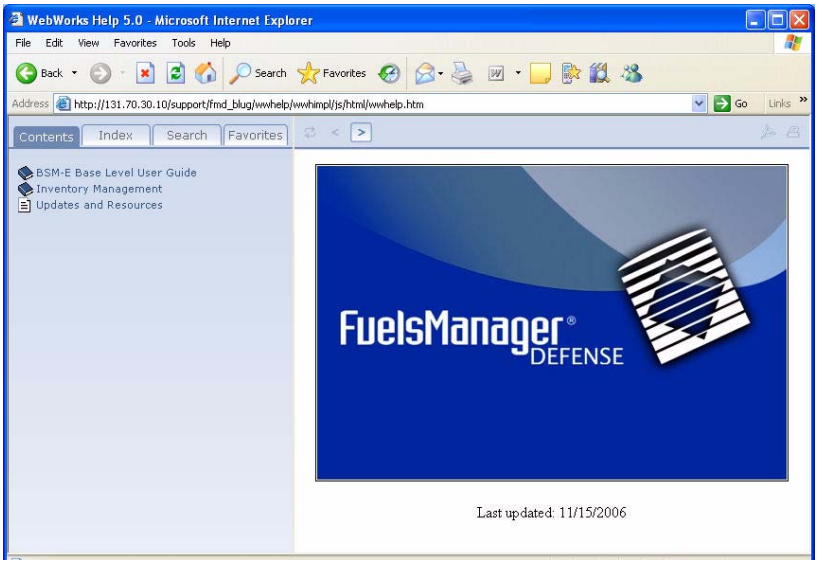
Accessing the FES Online Help

1. Click the User Guide button on the right side of the main menu.

   The Web browser is redirected to the DESC COACH documentation repository.



2. Click the FuelsManager Defense link in the lower-right corner of the page. The *Base Level User Guide* appears.



If you cannot find the answer to your question in the *Base Level User Guide*, contact the Help Desk in Atlanta at DSN 697-6733 or at the toll-free number 1-800-446-4950.

Help Desk Contact Information

For any problems encountered or questions regarding the operation of the FES Web interface, contact the BSM-E Help Desk at:

Commercial	(800) 446-4950
DSN	697-6733 697-6734 697-6735 697-6736 697-6737 697-6738
http://www.desc.dla.mil/DCM/DCMPage.asp?LinkID=DESCHelpDesk	
BSME.Helpdesk@dla.mil	

Table 12-1: BSM -E Help Desk contact information

When emailing, enter the following subject: Support Request Atlanta. This automatically opens a trouble ticket in the support database and replies with the ticket tracking number.

Logging On to FES and Selecting a DODAAC

1. From the Windows Start menu, select the Web browser.
2. Select the location of the FES Hub at https://www.fes-hub.desc.dla.mil and then press Enter.

DEFENSE FAS ENTERPRISE SERVER
Login
Customer Support
Download DESC SOP
Fuels System
Fuels Customer & Inventory
The Fuels Automated System Enterprise Server (FES), known as 'Hub', is an Automated Information System (AIS) designed to support the Defense Energy Support Center (DESC) and the Military Services in performing their responsibilities in fuel management and distribution.
These web pages provide the capability for users (i.e. buyers, sellers, processors, and managers) to view their data within the central database.
Customer Support
Choose the Fuels Customer Support page to find Points of Contact, Frequently Asked Questions and other useful information.
For more information, you can download the DESC Help Desk Standard Operation Procedures (SOP)
New! User Guide!
The current FAS Base Level User Guide is available at "COACH" ! You must log on to Fuels Customer and Inventory. Once logged on, press Help from any of the menu options.

3. Click the Fuels Customer & Inventory link. The Fuels Customer and Inventory Login page appears.

DEFENSE FAS ENTERPRISE SERVER
Home
Customer Support
Download DESC SOP
SAAR Instructions/Forms
Get Acrobat Reader
Fuels Customer and Inventory Login
User Name
Password
Login
If you do not have a user account, click here to obtain the System Authorization and Access Request (SAAR) instructions and request forms at the DESC Web Interim Procedure Index page (Scroll down to DESC-DC-I-24, DESC AIS Access Request). Click here to find the "Get Acrobat Reader" if you do not have Acrobat Reader on your computer.
Please navigate to the General Information section on the DESC web site or click the link below:
General Information

4. Enter your User Name and Password and click Login.

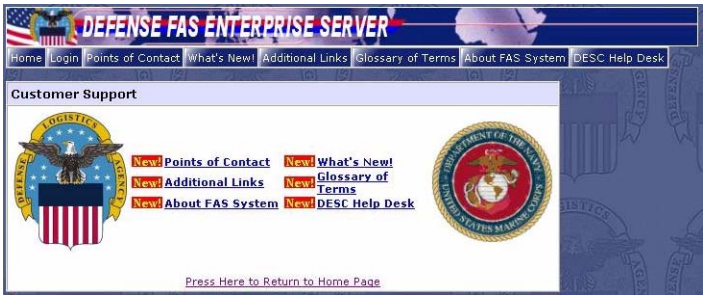
   If you have access to more than one DODDAC, your user name appears in the top-left portion of the page. If you have access to only one DODAAC, your DODAAC and your activity name appear in the top-left corner. Contact the Help Desk if your name is misspelled.

5. Enter your DODAAC or find and select it from the DODAAC Lookup box. Click the DODAAC Lookup link to display the search option.

   Your DODAAC and installation name appear at the top of the page.

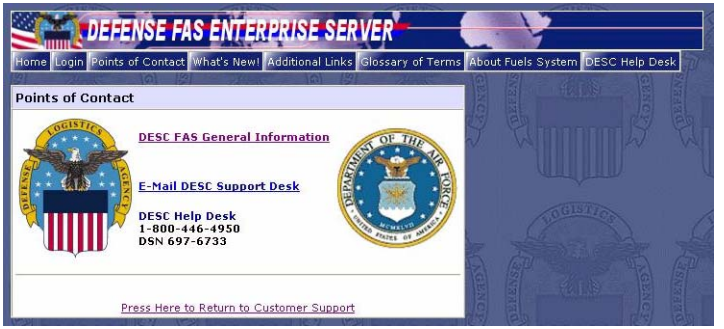
Customer Support Page

The Customer Support page provides a number of resources for all FES users. You can click the available links to access each section.



Viewing contact information

- From the Customer Support page, click Points of Contact to view important contact information for BSM-E.

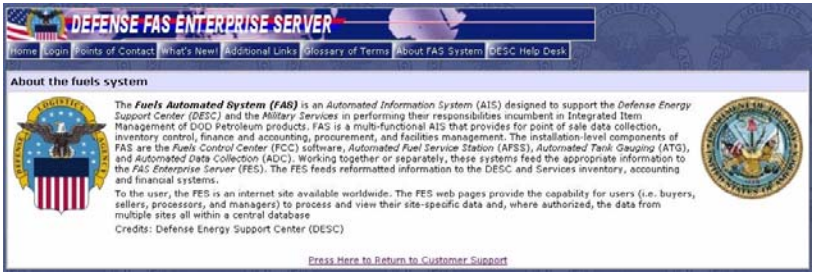


Viewing other BSM-E resources

- From the Customer Support page, click Additional Links to view a list of other BSM-E related resources.

Viewing a FES description

- From the main menu, click About Fuels System to view a formal description of the FES.


DEFENSE FAS ENTERPRISE SERVER
Home
Login
Points of Contact
What's New!
Additional Links
Glossary of Terms
About FAS System
DESC Help Desk
About the fuels system
The Fuels Automated System (FAS) is an Automated Information System (AIS) designed to support the Defense Energy Support Center (DESC) and the Military Services in performing their responsibilities incumbent in Integrated Item Management of DOD Petroleum products. FAS is a multi-functional AIS that provides for point of sale data collection, inventory control, finance and accounting, procurement, and facilities management. The installation-level components of FAS are the Fuels Control Center (FCC) software, Automated Fuel Service Station (AFSS), Automated Tank Gauging (ATG), and Automated Data Collection (ADC). Working together or separately, these systems feed the appropriate information to the FAS Enterprise Server (FES). The FES feeds reformatted information to the DESC and Services inventory, accounting and financial systems.
To the user, the FES is an internet site available worldwide. The FES web pages provide the capability for users (i.e. buyers, sellers, processors, and managers) to process and view their site-specific data and, where authorized, the data from multiple sites all within a central database
Credits: Defense Energy Support Center (DESC)
Press Here to Return to Customer Support

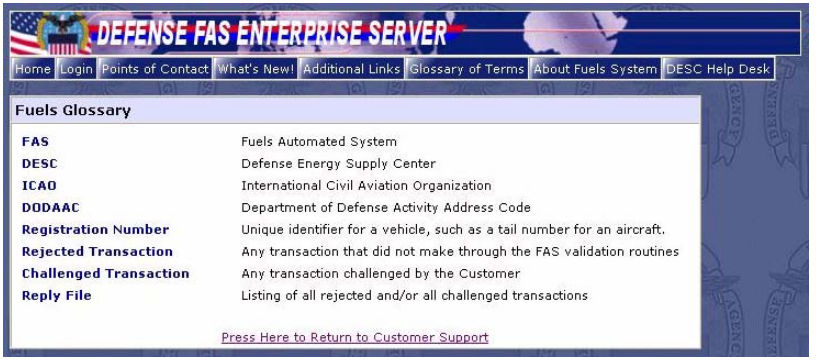
Viewing the What's New page

- From the main menu, click What's New to view announcements regarding updates and improvements to FES.

DEFENSE FAS ENTERPRISE SERVER
Home
Login
Points of Contact
What's New!
Additional Links
Glossary of Terms
About FAS System
DESC Help Desk
What's New
Web Interface
- FAS has been developed with an easy-to-use Web Interface allowing you access to your fuel transactions and support tables. This interface is complete with Customer Support screens to help you navigate, understand and effectively use the system. Please fill out our Feedback form located under Support Tables sub-menu and tell us what you think!
Buyer Validation
- FES includes Buyer Validation. Buyer Validation allows the customer to challenge individual purchases! A challenged transaction will be sent back to the Seller of the service for correction. The challenge must occur before the transaction is billed by DESC. After that time, the transaction must be challenged IAW DoD 4000.25-7-M (MILSBILLS).
Reply Files
- Reply files contain ALL un-cleared transactions and any challenged transactions rather than just the most recent batch.
Account/Inventory Explorer!
- This feature allows you to search for your transactions based on established criteria. For example, if you want to see where a tail number has traveled in the last 6 months, just specify the specific tail number and date range. Every transaction meeting the specified criteria will be displayed along with a total on the number of gallons! This option is under the Utilities sub-menu.
Press Here to Return to Customer Support

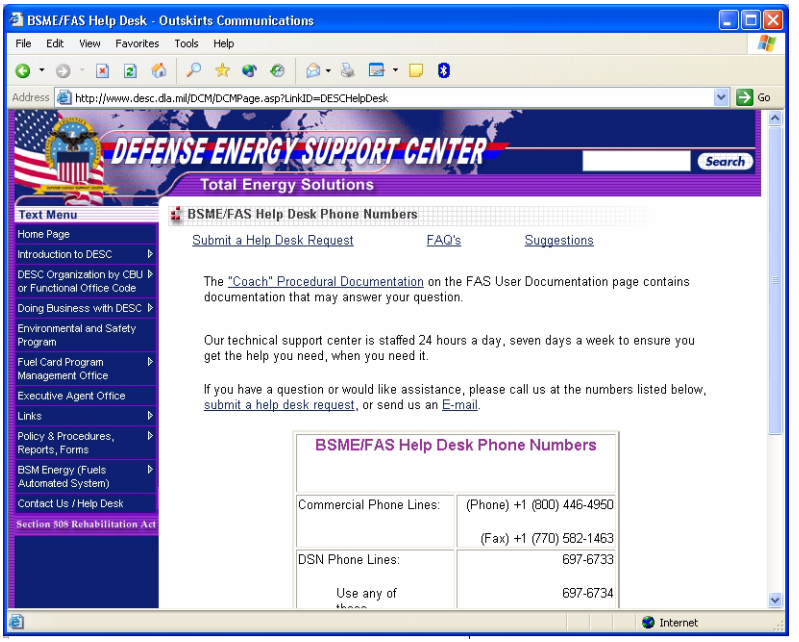
Viewing the glossary

- From the main menu, click Glossary of Terms to view some important definitions used in FES and in BSM-E.



Viewing contact information for DESC Help Desk

- From the Customer Support page, click DESC Help Desk to view the contact information for the Help Desk.


BSME/FAS Help Desk - Outskirts Communications
File Edit View Favorites Tools Help
Address http://www.desc.dla.mil/DCM/DCMPage.asp?LinkID=DESCHelpDesk
Go
DEFENSE ENERGY SUPPORT CENTER
Search
Total Energy Solutions
Text Menu
Home Page
Introduction to DESC
DESC Organization by CBU or Functional Office Code
Doing Business with DESC
Environmental and Safety Program
Fuel Card Program Management Office
Executive Agent Office
Links
Policy & Procedures, Reports, Forms
BSM Energy (Fuels Automated System)
Contact Us / Help Desk
Section 508 Rehabilitation Act
BSME/FAS Help Desk Phone Numbers
Submit a Help Desk Request
FAQ's
Suggestions
The "Coach" Procedural Documentation on the FAS User Documentation page contains documentation that may answer your question.
Our technical support center is staffed 24 hours a day, seven days a week to ensure you get the help you need, when you need it.
If you have a question or would like assistance, please call us at the numbers listed below, submit a help desk request, or send us an E-mail.
BSME/FAS Help Desk Phone Numbers
Commercial Phone Lines:
(Phone) +1 (800) 446-4950
(Fax) +1 (770) 582-1463
DSN Phone Lines:
697-6733
Use any of
697-6734
Internet

Working with Inventory Ledger Reports

From the Inventory Ledger Report, you can select a transaction and choose criteria to view a specific report for that day. You can view Seller Transaction Reports for either Seller Information by DODAAC or Seller Information by Region.

Inventory Ledger Report field descriptions

The following table describes the Inventory Ledger Report fields.

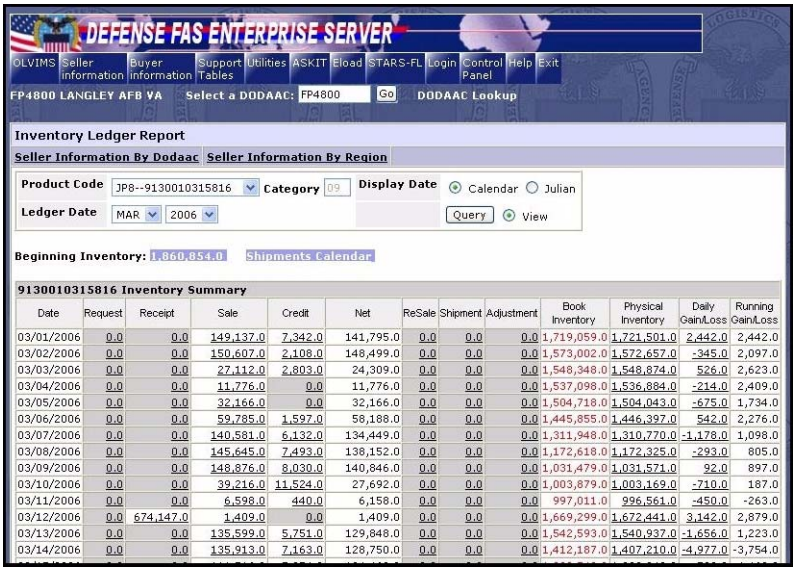
Field	Description
Beginning Inventory	Appears above the table as a single entry for the month and equals the closing physical inventory from the previous month.
Request	Summarizes as a running total all requests entered through FES ports for the day.
Receipt	Summarizes receipts entered in the FuelsManager Defense Accounting application for the day.
Sale	Summarizes sales entered in the FuelsManager Defense Log Sheet, Gas Log, or Accounting application for the day.
Credit	Summarizes all returns for credit (defuels) entered in the FuelsManager Defense Log Sheet or Accounting application for the day.
Net	Displays the difference between the total sales and total credits for the day.
Resale	Summarizes all Inflight transactions and other sales between second and third party buyers entered in the Accounting application for the day.

Table 13-1: Inventory Ledger Report fields

Field	Description
Shipment	Summarizes all shipments to other DFSP's entered in the FuelsManager Defense Accounting application for the day.
Adjustment	Summarizes all fuels adjustments, gains, and losses entered in the Accounting application for the day.
Book Inventory	Yesterday's physical inventory plus today's receipts, credits, and positive adjustments minus today's sales, shipments, and adjustments, as calculated by FES. This number represents the amount of fuel in storage on this day.
Physical Inventory	The actual on-hand inventory of the fuel on-site as entered in the FuelsManager Defense Accounting application.
Daily Gain/Loss	The difference between Book Inventory and Physical Inventory.
Running Gain/Loss	The accumulative gain/loss for the month.

Table 13-1: Inventory Ledger Report fields (continued)

Viewing Seller Transaction Reports

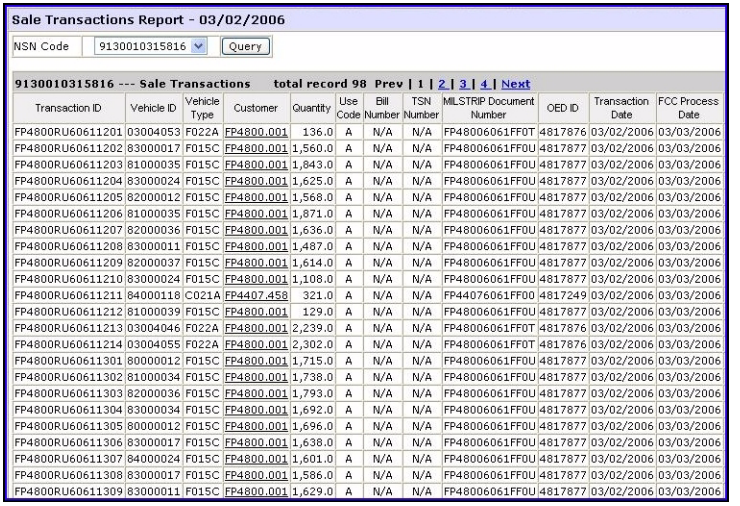


Date	Request	Receipt	Sale	Credit	Net	ReSale	Shipment	Adjustment	Book Inventory	Physical Inventory	Daily Gain/Loss	Running Gain/Loss
03/01/2006	0.0	0.0	149,137.0	7,342.0	141,795.0	0.0	0.0	0.0	1,719,059.0	1,721,501.0	2,442.0	2,442.0
03/02/2006	0.0	0.0	150,607.0	2,108.0	148,499.0	0.0	0.0	0.0	1,573,002.0	1,572,657.0	-345.0	2,097.0
03/03/2006	0.0	0.0	27,112.0	2,803.0	24,309.0	0.0	0.0	0.0	1,548,348.0	1,548,874.0	526.0	2,623.0
03/04/2006	0.0	0.0	11,776.0	0.0	11,776.0	0.0	0.0	0.0	1,537,098.0	1,536,884.0	-214.0	2,409.0
03/05/2006	0.0	0.0	32,166.0	0.0	32,166.0	0.0	0.0	0.0	1,504,718.0	1,504,043.0	-675.0	1,734.0
03/06/2006	0.0	0.0	59,785.0	1,597.0	58,188.0	0.0	0.0	0.0	1,445,855.0	1,446,397.0	542.0	2,276.0
03/07/2006	0.0	0.0	140,581.0	6,132.0	134,449.0	0.0	0.0	0.0	1,311,948.0	1,310,770.0	-1,178.0	1,098.0
03/08/2006	0.0	0.0	145,645.0	7,493.0	138,152.0	0.0	0.0	0.0	1,172,618.0	1,172,325.0	-293.0	805.0
03/09/2006	0.0	0.0	148,876.0	8,030.0	140,846.0	0.0	0.0	0.0	1,031,479.0	1,031,571.0	92.0	897.0
03/10/2006	0.0	0.0	39,216.0	11,524.0	27,692.0	0.0	0.0	0.0	1,003,879.0	1,003,169.0	-710.0	187.0
03/11/2006	0.0	0.0	6,598.0	440.0	6,158.0	0.0	0.0	0.0	997,011.0	996,561.0	-450.0	-263.0
03/12/2006	0.0	674,147.0	1,409.0	0.0	1,409.0	0.0	0.0	0.0	1,669,299.0	1,672,441.0	3,142.0	2,879.0
03/13/2006	0.0	0.0	135,599.0	5,751.0	129,848.0	0.0	0.0	0.0	1,542,593.0	1,540,937.0	-1,656.0	1,223.0
03/14/2006	0.0	0.0	135,913.0	7,163.0	128,750.0	0.0	0.0	0.0	1,412,187.0	1,407,210.0	-4,977.0	-3,754.0

1. From the main menu, click Seller Information. The Inventory Ledger Report appears.
2. Select the Product Code and click Query. Columns that have no additional data appear in gray.
3. Find the date and transaction type for which to view the inventory report. Transaction types include the following:
   - Request·
   - ReSale
   - Receipt
   - Shipment
   - Sale
   - Adjustment
   - Credit
   - Daily Gain/Loss
   - Net
4. Click the hyperlink in the corresponding cell.

   The Sale Transactions Report for that date and transaction type appears in a new session of your Web browser.

5. Click the links in the Customer column to view additional information about this customer.



Sale Transactions Report - 03/02/2006

NSN Code 9130010315816 Query

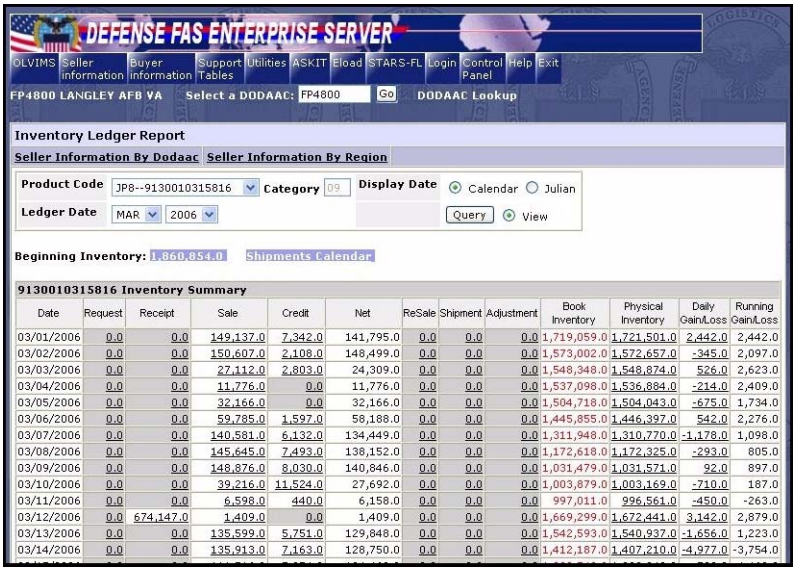
9130010315816 --- Sale Transactions total record 98 Prev | 1 | 2 | 3 | 4 | Next

Transaction ID	Vehicle ID	Vehicle Type	Customer	Quantity	Use Code	Bill Number	TSN Number	MILSTRIP Document Number	OED ID	Transaction Date	FCC Process Date
FP4800RU60611201	03004053	F022A	FP4800.001	136.0	A	N/A	N/A	FP48006061FF0T	4817876	03/02/2006	03/03/2006
FP4800RU60611202	83000017	F015C	FP4800.001	1,560.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611203	81000035	F015C	FP4800.001	1,843.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611204	83000024	F015C	FP4800.001	1,625.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611205	82000012	F015C	FP4800.001	1,568.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611206	81000035	F015C	FP4800.001	1,871.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611207	82000036	F015C	FP4800.001	1,636.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611208	83000011	F015C	FP4800.001	1,487.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611209	82000037	F015C	FP4800.001	1,614.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611210	83000024	F015C	FP4800.001	1,108.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611211	84000118	C021A	FP4407.458	321.0	A	N/A	N/A	FP44076061FF00	4817249	03/02/2006	03/03/2006
FP4800RU60611212	81000039	F015C	FP4800.001	129.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611213	03004046	F022A	FP4800.001	2,239.0	A	N/A	N/A	FP48006061FF0T	4817876	03/02/2006	03/03/2006
FP4800RU60611214	03004055	F022A	FP4800.001	2,302.0	A	N/A	N/A	FP48006061FF0T	4817876	03/02/2006	03/03/2006
FP4800RU60611301	80000012	F015C	FP4800.001	1,715.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611302	81000034	F015C	FP4800.001	1,738.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611303	82000036	F015C	FP4800.001	1,793.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611304	83000034	F015C	FP4800.001	1,692.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611305	80000012	F015C	FP4800.001	1,696.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611306	83000017	F015C	FP4800.001	1,638.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611307	84000024	F015C	FP4800.001	1,601.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611308	83000017	F015C	FP4800.001	1,586.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006
FP4800RU60611309	83000011	F015C	FP4800.001	1,629.0	A	N/A	N/A	FP48006061FF0U	4817877	03/02/2006	03/03/2006

6. Close the Web browser after you review the information.

Viewing Seller Information by DODAAC

1. From the main menu, click Seller Information. The Inventory Ledger Report appears.
2. Click Seller Information. The system displays the Inventory Ledger Report for JP8 (even if JP8 is not stocked) for the current month for your DODAAC.



Date	Request	Receipt	Sale	Credit	Net	ReSale	Shipment	Adjustment	Book Inventory	Physical Inventory	Daily Gain/Loss	Running Gain/Loss
03/01/2006	0.0	0.0	149,137.0	7,342.0	141,795.0	0.0	0.0	0.0	1,719,059.0	1,721,501.0	2,442.0	2,442.0
03/02/2006	0.0	0.0	150,607.0	2,108.0	148,499.0	0.0	0.0	0.0	1,573,002.0	1,572,657.0	-345.0	2,097.0
03/03/2006	0.0	0.0	27,112.0	2,803.0	24,309.0	0.0	0.0	0.0	1,548,348.0	1,548,874.0	526.0	2,623.0
03/04/2006	0.0	0.0	11,776.0	0.0	11,776.0	0.0	0.0	0.0	1,537,098.0	1,536,884.0	-214.0	2,409.0
03/05/2006	0.0	0.0	32,166.0	0.0	32,166.0	0.0	0.0	0.0	1,504,718.0	1,504,043.0	-675.0	1,734.0
03/06/2006	0.0	0.0	59,785.0	1,597.0	58,188.0	0.0	0.0	0.0	1,445,855.0	1,446,397.0	542.0	2,276.0
03/07/2006	0.0	0.0	140,581.0	6,132.0	134,449.0	0.0	0.0	0.0	1,311,948.0	1,310,770.0	-1,178.0	1,098.0
03/08/2006	0.0	0.0	145,645.0	7,493.0	138,152.0	0.0	0.0	0.0	1,172,618.0	1,172,325.0	-293.0	805.0
03/09/2006	0.0	0.0	148,876.0	8,030.0	140,846.0	0.0	0.0	0.0	1,031,479.0	1,031,571.0	92.0	897.0
03/10/2006	0.0	0.0	39,216.0	11,524.0	27,692.0	0.0	0.0	0.0	1,003,879.0	1,003,169.0	-710.0	187.0
03/11/2006	0.0	0.0	6,598.0	440.0	6,158.0	0.0	0.0	0.0	997,011.0	996,561.0	-450.0	-263.0
03/12/2006	0.0	674,147.0	1,409.0	0.0	1,409.0	0.0	0.0	0.0	1,669,299.0	1,672,441.0	3,142.0	2,879.0
03/13/2006	0.0	0.0	135,599.0	5,751.0	129,848.0	0.0	0.0	0.0	1,542,593.0	1,540,937.0	-1,656.0	1,223.0
03/14/2006	0.0	0.0	135,913.0	7,163.0	128,750.0	0.0	0.0	0.0	1,412,187.0	1,407,210.0	-4,977.0	-3,754.0

The Inventory Ledger Report displays figures for each transaction type. Columns shaded in gray have no additional information to view. Default settings include the following:

- Product Code: JP8
- Category: 09
- Display Date: Calendar
- Ledger Date: Current month and year

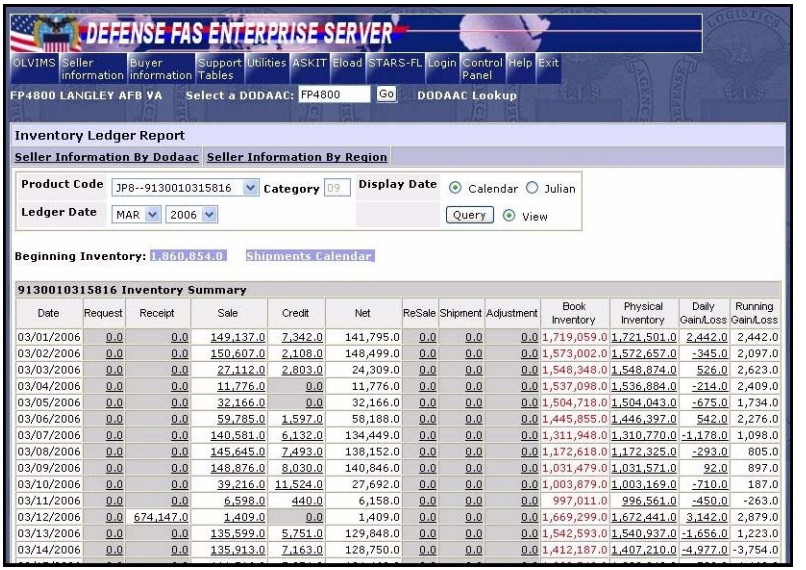
3. If needed, complete the report to change the report settings.
4. Review the Inventory Ledger Report data.

Viewing Seller Information by region

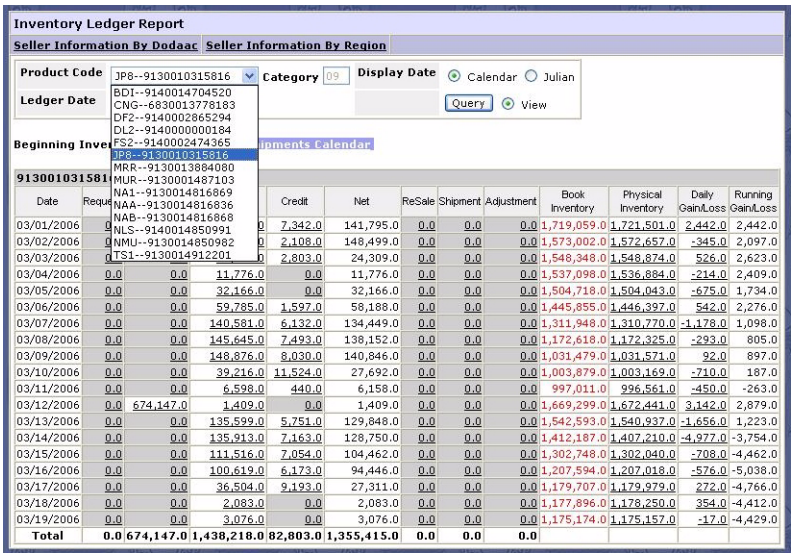
You can view the Inventory Ledger Report for your specific region, instead of by DODAAC.

1. From the main menu, click Seller Information. The Inventory Ledger Report appears.
2. Click Buyer Information. The Inventory Ledger Report appears in the default DODAAC format.
3. Click Seller Information By Region. The data for your region is displayed. The defaults and filtering options that are available by DODAAC are also available by region.

Filtering the Inventory Ledger Report



1. From the main menu, click Seller Information. The Inventory Ledger Report appears.
2. From the drop-down list, select a new Product Code.



3. Enter a new Category.
4. Select a month and year from the Ledger Date to change the month.
5. Select the Julian option. The system converts all dates in the report to Julian dates.
6. Click Query. The system updates the report to match the new selections.

Reviewing Seller Transactions in FES

Review transactions in the Inventory Ledger Report and correct rejects before you transmit them. Use the Eload process to upload your FuelsManager Defense data file to the FES system. For more information, see the “Uploading ACCOUNT.SND files using Eload” section.

1. From the main menu, click Seller Information. The Inventory Ledger Report appears.
2. Select the Product Code, Ledger Date, and Display Date format.
3. Click Query.

   For more information about each of the fields in the ledger, see the “Inventory Ledger Report field descriptions” section. Each column in the Inventory Ledger relates to one or more different transaction types in FuelsManager Defense.

   For example, the Sale column in the Inventory Ledger corresponds to Issue transactions in FuelsManager Defense, and the Receipts column in the Inventory Ledger corresponds to Receipt transactions in FuelsManager Defense.

4. Review the FuelsManager Defense Accounting ledger and compare it to the Inventory Ledger Report.
5. Are the transactions for the date and product the same?
   - If yes, transmit the transactions using the Eload process. FOr more information, see the “Uploading ACCOUNT.SND files using Eload” section.
   - If no, click the Support Table link, and then click Rejects. The Rejects page appears if the system finds rejects in the ledger. A message prompt confirms if no rejects are found.
6. Correct the errors as described in the “Web Accounting” section, and then retransmit the corrected transactions using the Eload

process. For more information, see the “Uploading ACCOUNT.SND files using Eload” section.

If the system does not find rejects and your ledgers still do not match, you must compare transaction by transaction.

7. Click Seller Information.
8. Click the drop-down arrows to select a Product Code and Ledger Date.
9. Click Query.
10. Click each of the values in the Inventory Ledger Report that correspond to the date in question. The transaction report from that date appears.

    For more information about each of the fields in the ledger, see the “Inventory Ledger Report field descriptions” section.

11. Access the equivalent transaction in FuelsManager Defense.

FES Transaction Field Name	Corresponding FuelsManager Defense Transaction Type
Sale	Sale
Requests	Requests
Receipts	Receive
Credits (defuels)	Defuel
Shipments	Shipment
Reissue	Inflight
Reissue Ground Fuels	Reissue
Adjustments	Determine and Regrade
Inventory Adjustment	Adjust

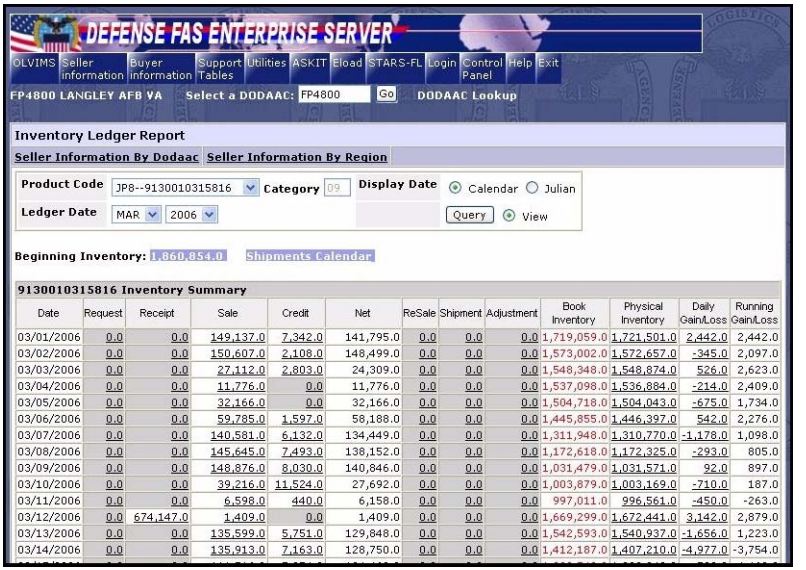
Table 13-2: FES Ledger Report fields

12. Compare the data in the selected Inventory Transactions Report to the FuelsManager Defense ledger for the transaction type.
13. Identify transactions listed in the FuelsManager Defense ledger that do not appear in the Inventory Transaction Report. Correct these transactions in FuelsManager Defense.
14. Verify that all transactions match in the FuelsManager Defense ledger and FES Inventory Transaction Report. If your FuelsManager Defense account ledgers and your FES Inventory Ledger Report do

not match, contact the Help Desk in Atlanta at DSN 697-6733 or at the toll-free number 1-800-446-4950.

Accessing the DAASC Inquiry System (DAASINQ)

1. From the main menu, select Seller Information. The Inventory Ledger Report appears.



Date	Request	Receipt	Sale	Credit	Net	ReSale	Shipment	Adjustment	Book Inventory	Physical Inventory	Daily Gain/Loss	Running Gain/Loss
03/01/2006	0.0	0.0	149,137.0	7,342.0	141,795.0	0.0	0.0	0.0	1,719,059.0	1,721,501.0	2,442.0	2,442.0
03/02/2006	0.0	0.0	150,607.0	2,108.0	148,499.0	0.0	0.0	0.0	1,573,002.0	1,572,657.0	-345.0	2,097.0
03/03/2006	0.0	0.0	27,112.0	2,803.0	24,309.0	0.0	0.0	0.0	1,548,348.0	1,548,874.0	526.0	2,623.0
03/04/2006	0.0	0.0	11,776.0	0.0	11,776.0	0.0	0.0	0.0	1,537,098.0	1,536,884.0	-214.0	2,409.0
03/05/2006	0.0	0.0	32,166.0	0.0	32,166.0	0.0	0.0	0.0	1,504,718.0	1,504,043.0	-675.0	1,734.0
03/06/2006	0.0	0.0	59,785.0	1,597.0	58,188.0	0.0	0.0	0.0	1,445,855.0	1,446,397.0	542.0	2,276.0
03/07/2006	0.0	0.0	140,581.0	6,132.0	134,449.0	0.0	0.0	0.0	1,311,948.0	1,310,770.0	-1,178.0	1,098.0
03/08/2006	0.0	0.0	145,645.0	7,493.0	138,152.0	0.0	0.0	0.0	1,172,618.0	1,172,325.0	-293.0	805.0
03/09/2006	0.0	0.0	148,876.0	8,030.0	140,846.0	0.0	0.0	0.0	1,031,479.0	1,031,571.0	92.0	897.0
03/10/2006	0.0	0.0	39,216.0	11,524.0	27,692.0	0.0	0.0	0.0	1,003,879.0	1,003,169.0	-710.0	187.0
03/11/2006	0.0	0.0	6,598.0	440.0	6,158.0	0.0	0.0	0.0	997,011.0	996,561.0	-450.0	-263.0
03/12/2006	0.0	674,147.0	1,409.0	0.0	1,409.0	0.0	0.0	0.0	1,669,299.0	1,672,441.0	3,142.0	2,879.0
03/13/2006	0.0	0.0	135,599.0	5,751.0	129,848.0	0.0	0.0	0.0	1,542,593.0	1,540,937.0	-1,656.0	1,223.0
03/14/2006	0.0	0.0	135,913.0	7,163.0	128,750.0	0.0	0.0	0.0	1,412,187.0	1,407,210.0	-4,977.0	-3,754.0

2. Click the proper Sale number from the Inventory Summary. The Sale Transactions Report appears.

Summary

	Sale	
0	149,137.0	
0	150,607.0	
0	27,112.0	

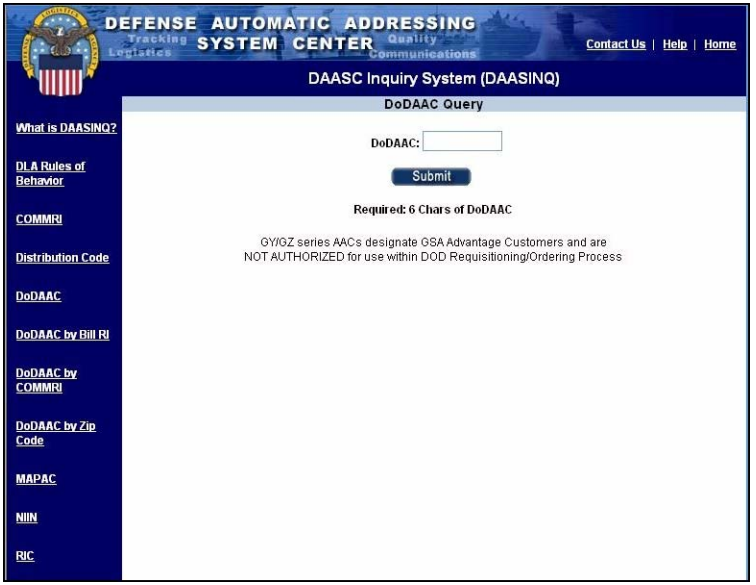
3. Click the proper DODAAC from the Customer column.

130010315816 --- Sale Transactions total recor

Transaction ID	Vehicle ID	Vehicle Type	Customer	Quantity	I C
P4800RU60611201	03004053	F022A	FP4800.001	136.0	
P4800RU60611202	83000017	F015C	FP4800.001	1,560.0	
P4800RU60611203	81000035	F015C	FP4800.001	1,843.0	
P4800RU60611204	83000024	F015C	FP4800.001	1,625.0	
P4800RU60611205	82000012	F015C	FP4800.001	1,568.0	
P4800RU60611206	81000035	F015C	FP4800.001	1,871.0	

The DAASQ Inquiry page opens in a new browser window.

4. Enter your login information and click Submit.



Submitting Non-DoD Sales Reports

You are required to submit specific reporting data for non-DoD sales before the fifth working day of the month. Non-DoD sales reports include the following customer categories:

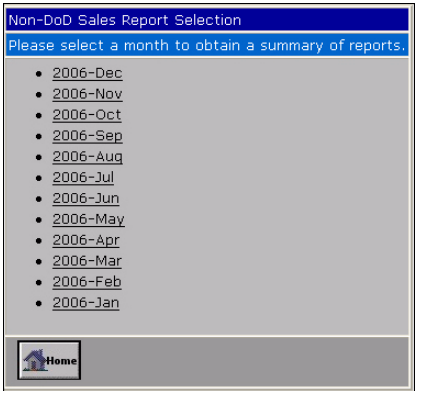
- Replacement in Kind Agreements (RIKS) and Fuel Exchange Agreements (FEAS)
- Federal Government Sales
- Miscellaneous Sales
- Commercial Sales
- Foreign Government Sales
- Accounts Payable

Submit reports from the RIKS/FEAS, Foreign Government Sales, and Accounts Payable categories only.

1. Print the reports from the applicable categories. For more information, see the "Printing non-DoD reports" section.
2. Attach the source document (DD Form 1898, ADC Receipt, or AF Form 1995) in the same order as it appears on the report.
3. Scan and then email the documents or FAX them to DESC-RRF in San Antonio, Texas.

Printing non-DoD reports

1. From the main menu, click Utilities. The Utilities menu appears.
2. Click Non-DoD Interface. The Non-DoD Sales Report Selection appears.



3. Select the month to report. The list of non-DoD report categories, seller DODAAC and name, and summary of sales appears.
4. Print the reports for the appropriate categories. The following report is an example of the Monthly Accounts Payable Report.

Monthly Accounts Payable Report, Seller **W91AE7**, for **2006-Dec** (select a different report)

ICAO	Seller CIC	Seller Name	Buyer	Document No.	MDS	Tail No.	Grade	Gallons	Cost	TID	CIC	Tran. Month
N/A	N/A	CP CARROLL, AREA IV GAS STATION	TLKS01	TLKS016332FF00	N/A	N/A	9130012898638(MG7)	5	$13.65	8	LOC	2006-Nov
N/A	N/A	CP CARROLL, AREA IV GAS STATION	TLJA01	TLJA016332FF06	N/A	N/A	9130012898638(MG7)	17	$46.41	8	LOC	2006-Nov
N/A	N/A	CP CARROLL, AREA IV GAS STATION	TLJA01	TLJA016339FF07	N/A	N/A	9130012898638(MG7)	16	$43.68	8	LOC	2006-Dec
N/A	N/A	CP CARROLL, AREA IV GAS STATION	TLKS01	TLKS016334FF00	N/A	N/A	9130012898638(MG7)	10	$27.30	8	LOC	2006-Nov
N/A	N/A	CP CARROLL, AREA IV GAS STATION	TLKS01	TLKS016341FF02	N/A	N/A	9130012898638(MG7)	8	$21.84	8	LOC	2006-Dec
N/A	N/A	CP CARROLL, AREA IV GAS STATION	TLJA01	TLJA016335FF04	N/A	N/A	9130012898638(MG7)	13	$35.49	8	LOC	2006-Dec

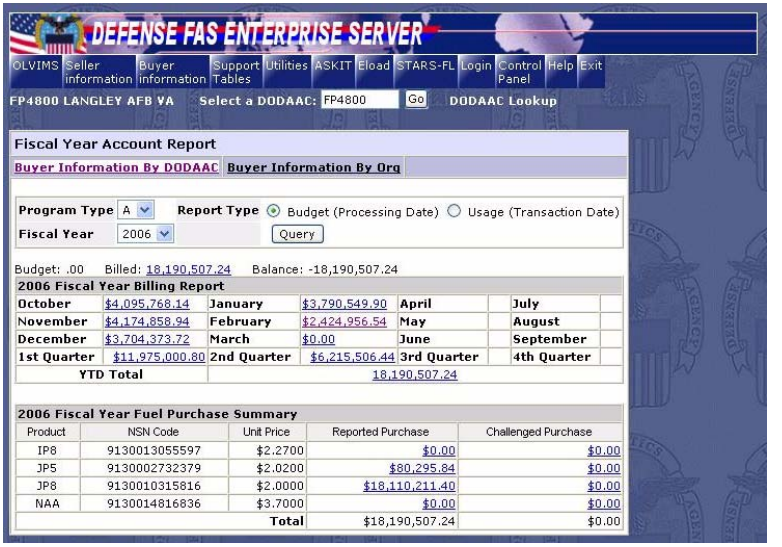
Back Home

Working with Fiscal Year Reports

From the Fiscal Year Account Report, you can select criteria to view reports that include buyer information. You can view reports for either Buyer Information by DODAAC or Buyer Information by Org (organization).

Viewing Buyer Information by DODAAC

1. From the main menu, click Buyer Information. The Fiscal Year Account Report appears.



Default settings include the following:

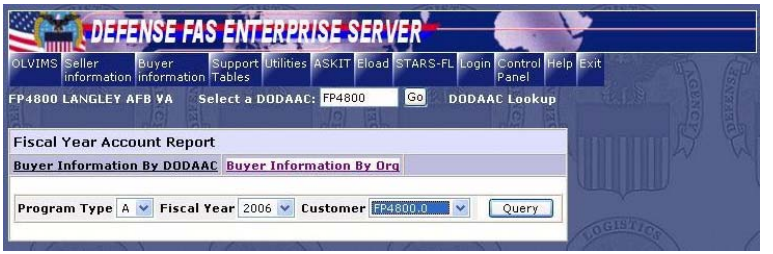
- Program Type: A
- Report Type: Budget (Processing Date)
- Fiscal Year: 2006

2. Review the Fiscal Year Account Report data.

Viewing Buyer Information by Org

You can view the same Fiscal Year Account Report for a specific organization, instead of by DODAAC.

1. From the main menu, click Buyer Information. The Fiscal Year Accounting Report appears.



2. Click Buyer Information By Org.
3. Select the Org Code and Program Type. Data for your organization appears.

   Default settings include the following:

   - Program Type: A
   - Fiscal Year: 2006
   - Customer

Filtering the Fiscal Year Account Report

You can filter the Fiscal Year Account Report by program type or report type. You can also view data for a different fiscal year.

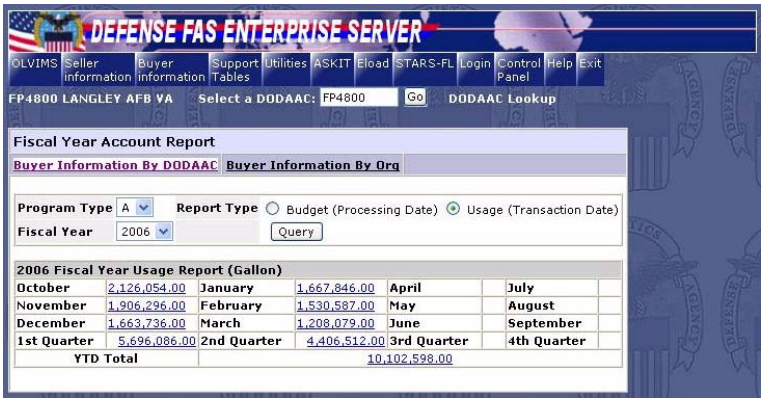
1. From the main menu, click Buyer Information. The Fiscal Year Accounting Report appears.
2. From the Program Type list, choose from one of three types:

   - A: Aviation
   - G: Ground
   - N: Aviation for non-fly purposes

3. Select either Budget or Usage. The system changes the Report Type.

4. If needed, select a new Fiscal Year.
5. Click Query. The system updates the Fiscal Year Account Report based on your new selections. For more information, see the "Viewing Account Purchase Transaction Reports" section.

   If you select the Usage option, the following report view appears:



Working with Account Purchase Transaction Reports

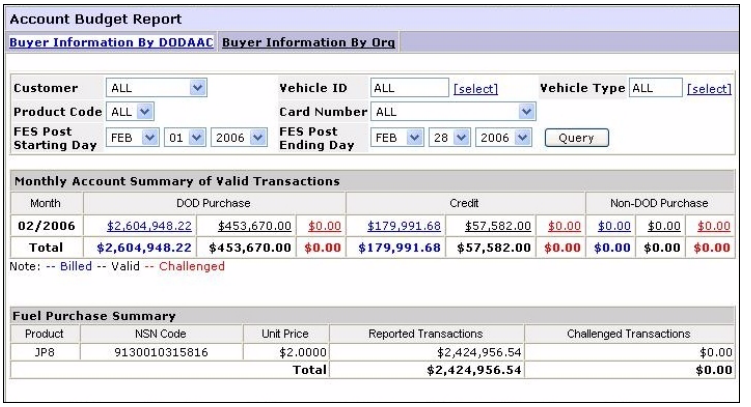
Use the Account Transaction Reports to review monthly or yearly summaries of account transactions. You can also view Valid and Billed purchases and credits.

Note The Challenged transactions feature is currently disabled.

Viewing Account Purchase Transaction Reports

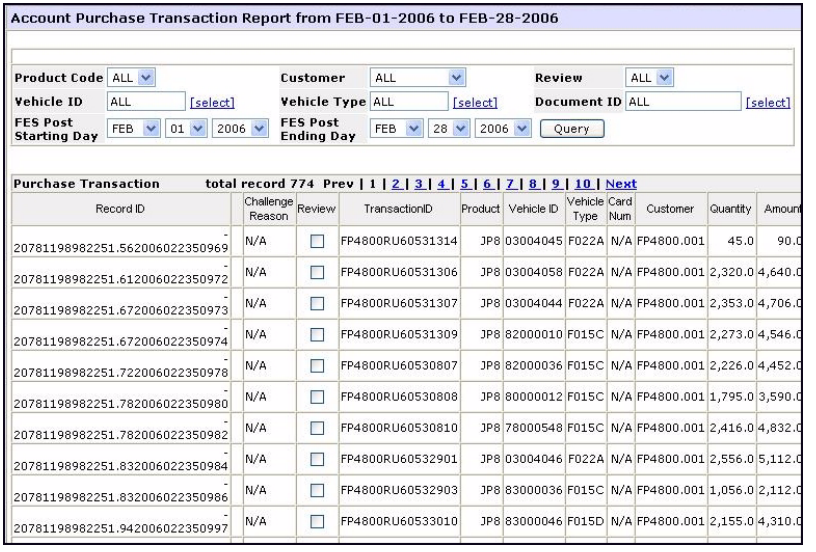
You can view the Account Purchase Transaction Report by DODAAC or by Org (organization).

1. From the main menu, click Buyer Information. The Fiscal Year Accounting Report appears.
2. Select the Program Type and the Report Type.
3. Select the Fiscal Year and click Query.
4. Find the month or quarter of the report you want to view and click the amount that appears on the right. The Account Budget Report for the month or quarter appears.



5. In the Monthly Account Summary of Valid Transactions table, click the Billed (blue) or Valid (black) amount that you want to view. Green totals indicate that you have purchases, credits, or non-DoD purchases that are not calculated in the total. Challenged transactions (red) are disabled and show zero for the amount.

   The Account Purchase Transaction Report appears in a new session of the Web browser.



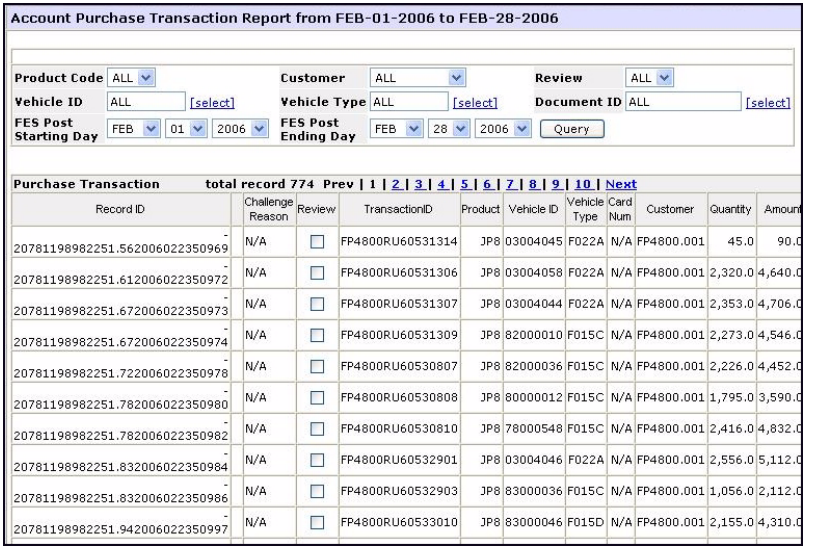
6. Close the Web browser after you review the report.

Viewing transaction lists

In the Account Budget Report, you can view transaction lists for either Valid or Billed transactions. Each type of transaction report displays the fields from the Account Ledger repository that are appropriate to the transaction type.

Viewing billed transactions

The Account Purchase Transaction Report for billed transactions displays the transactions that have been billed to you.



Account Purchase Transaction Report from FEB-01-2006 to FEB-28-2006

Product Code ALL | Customer ALL | Review ALL
Vehicle ID ALL [select] | Vehicle Type ALL [select] | Document ID ALL [select]
FES Post Starting Day FEB 01 2006 | FES Post Ending Day FEB 28 2006 | Query

Purchase Transaction total record 774 Prev | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next

Record ID	Challenge Reason	Review	TransactionID	Product	Vehicle ID	Vehicle Type	Card Num	Customer	Quantity	Amount
- 20781198982251.562006022350969	N/A	☐	FP4800RU60531314	JP8	03004045	F022A	N/A	FP4800.001	45.0	90.0
- 20781198982251.612006022350972	N/A	☐	FP4800RU60531306	JP8	03004058	F022A	N/A	FP4800.001	2,320.0	4,640.0
- 20781198982251.672006022350973	N/A	☐	FP4800RU60531307	JP8	03004044	F022A	N/A	FP4800.001	2,353.0	4,706.0
- 20781198982251.672006022350974	N/A	☐	FP4800RU60531309	JP8	82000010	F015C	N/A	FP4800.001	2,273.0	4,546.0
- 20781198982251.722006022350978	N/A	☐	FP4800RU60530807	JP8	82000036	F015C	N/A	FP4800.001	2,226.0	4,452.0
- 20781198982251.782006022350980	N/A	☐	FP4800RU60530808	JP8	80000012	F015C	N/A	FP4800.001	1,795.0	3,590.0
- 20781198982251.782006022350982	N/A	☐	FP4800RU60530810	JP8	78000548	F015C	N/A	FP4800.001	2,416.0	4,832.0
- 20781198982251.832006022350984	N/A	☐	FP4800RU60532901	JP8	03004046	F022A	N/A	FP4800.001	2,556.0	5,112.0
- 20781198982251.832006022350986	N/A	☐	FP4800RU60532903	JP8	83000036	F015C	N/A	FP4800.001	1,056.0	2,112.0
- 20781198982251.942006022350997	N/A	☐	FP4800RU60533010	JP8	83000046	F015D	N/A	FP4800.001	2,155.0	4,310.0

Account Purchase Transaction Report field descriptions

Each Account Purchase Transaction Report displays fields from the Account Ledger repository that are appropriate to the transaction type. The following table defines these fields, which appear in some or all of the reports.

Field	Description
Transaction ID	A unique ID number assigned to each transaction on the FES, in this format: Seller's DODAAC (six alphanumeric characters) Issue location (two characters) Julian date (four characters) Issue location number (two characters) Serial number (two characters) Correlates the paper document to the transaction on the FES.
Product	Three-character product code for grade of fuel; also the National Stock Number (NSN).
Vehicle ID	Ground vehicle registration number or aircraft tail number. Used to validate Air Force tail numbers on aircraft. Do not use for any purpose other than to uniquely identify a vehicle.
Vehicle Type	Ground vehicle type or aircraft type.
Card Num	AIRCARD card number or the Voyager card number, depending on the program type chosen on the Fiscal Year Account Report.
Customer	Buyer's DODAAC appended with one of the following: ORG Code (USAF) APC (Army) JONO (ground) JOPCN (Army) JON (USN Ground, USMC Ground) TEC (USN and USMC Aviation)
Quantity	Amount of fuel issued (gallons).
Amount	Quantity times the standard price (as defined by the enterprise system of record) calculated in U.S. dollars.

Table 14-1: Transaction Report field descriptions

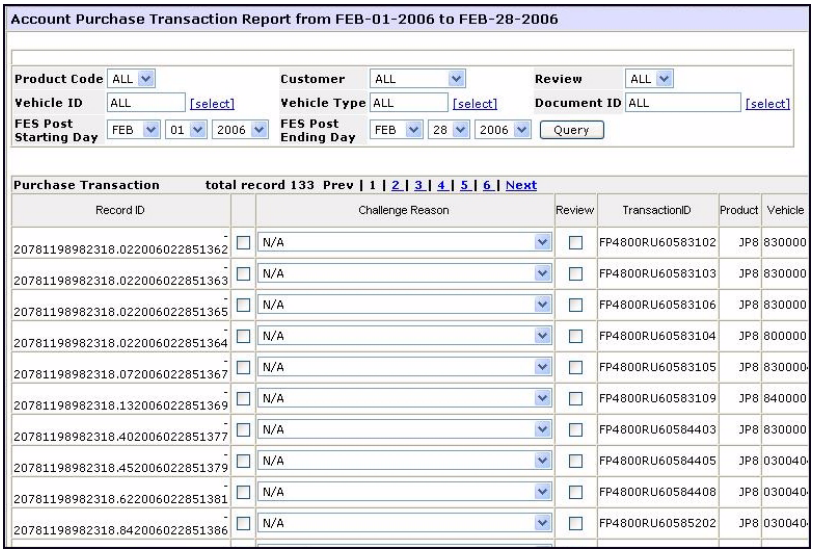
Field	Description
Purchase Location	Seller's DODAAC. This field is mandatory and must be a valid enterprise system DODAAC.
Processor	DODAAC of the location processing this transaction to the FES.
MILSTRIP Document Number	Combination field composed of seller's DODAAC, Julian date of transaction, and a serial number assigned by the FES. The serial number is a four-character field that includes the letters "FF" followed by two unique characters.
Bill Number	Five-character alphanumeric field generated by the interfund billing system in the enterprise system of record.
TSN Number (transaction sequence number)	Four-character number assigned by the FES; relates to DFAMS (Legacy Inventory System).
Supp DODAAC	Supplemental account code number of the Buyer. This is required when the Signal Code is other than A. Also used by the Army and Navy/Marine Corps when Job Order Primary Control Numbers are used.
Fund Code	Two-character code that is assigned by the responsible command or financial office.
Signal Code	One-position code that signals which DODAAC is to receive the bill. Valid codes are A, B, C, D, J, K, L, M, W, and X.
Transaction Date	Date the transaction occurred. Defaults to current date.
FES Post Date	Date the transaction was posted to the FES.
Bill Date	Date the transaction was billed via the interfund billing system of record.

Table 14-1: Transaction Report field descriptions (continued)

Viewing valid transactions

The Account Purchase Transaction Report for Valid Transactions displays the transactions that have met all validation requirements in the FES. From this report, you can review the transactions that do not match your records.

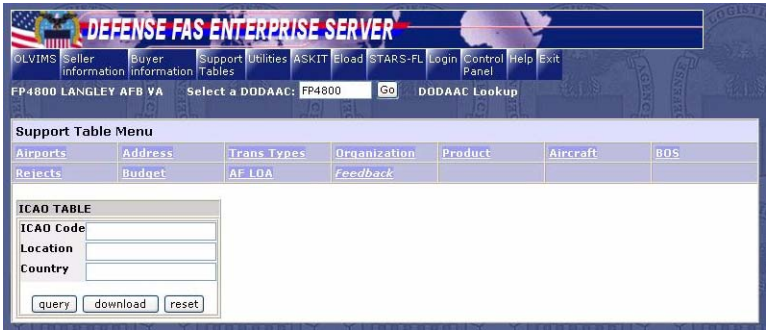
The Account Purchase Transaction Report for Valid Transactions represents charges against the buyer's DODAAC, which is billed to that DODAAC at the end of the billing cycle.



Airports Table

The International Civil Aviation Organization (ICAO) code appears on the Buyer pages for AIR Card transactions (Commercial). This code indicates the location where the sale was made. You can use the Airports table to query for ICAO codes and associated airports. This table includes three fields for each record:

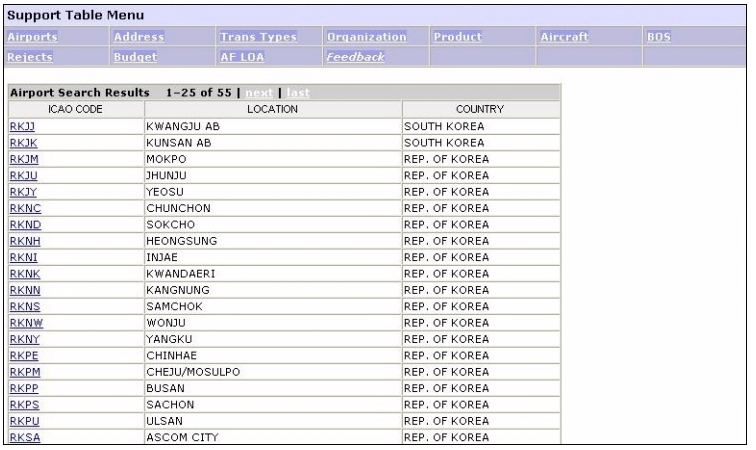
- ICAO Code is a four-character code for all airports that are potentially used by the DoD.
- Location is the city or location name of the airport.
- Country is the name of the country where the airport is located.



Building an ICAO query

1. From the main menu, click Support Tables. The Support Table Menu appears.
2. From the Support Table Menu, click Airports. The ICAO Table appears.
3. Enter the data from which to query. Narrow your search as much as possible to minimize the number of results.

   For more information about downloading the results of the query, see the “Downloading a file from the directory” section.
4. Click Query. The records that match the query criteria appear in the Airport Search Results list.


Support Table Menu

Airports | Address | Trans Types | Organization | Product | Aircraft | BOS
Rejects | Budget | AF LOA | Feedback

Airport Search Results 1-25 of 55 | next | last

ICAO CODE	LOCATION	COUNTRY
RKJJ	KWANGJU AB	SOUTH KOREA
RKJK	KUNSAN AB	SOUTH KOREA
RKJM	MOKPO	REP. OF KOREA
RKJU	JHUNJU	REP. OF KOREA
RKJY	YEOSU	REP. OF KOREA
RKNC	CHUNCHON	REP. OF KOREA
RKND	SOKCHO	REP. OF KOREA
RKNH	HEONGSUNG	REP. OF KOREA
RKNI	INJAE	REP. OF KOREA
RKNK	KWANDAERI	REP. OF KOREA
RKNN	KANGNUNG	REP. OF KOREA
RKNS	SAMCHOK	REP. OF KOREA
RKNW	WONJU	REP. OF KOREA
RKNY	YANGKU	REP. OF KOREA
RKPE	CHINHAE	REP. OF KOREA
RKPM	CHEJU/MOSULPO	REP. OF KOREA
RKPP	BUSAN	REP. OF KOREA
RKPS	SACHON	REP. OF KOREA
RKPU	ULSAN	REP. OF KOREA
RKSA	ASCOM CITY	REP. OF KOREA

5. Click an ICAO code. FES closes and the http://www.AVCARD.com/ Web site opens. For assistance with AVCARD, contact the Help Desk in Atlanta at DSN 697-6733 or at the toll-free number 1-800-446-4950.

Address Table

The Address table includes USAF tail numbers. It does not include Army, Navy, or Marine aircraft. The table contains the physical and email addresses for a point of contact within an organization. This table includes six fields for each record:

- DODAAC
- Unit
- Organization Name
- BOS (branch of service)
- City/Base Name
- Address Type

A successful query shows the following data for each record:

- POC Name
- Telephone
- DSN Prefix
- Process name

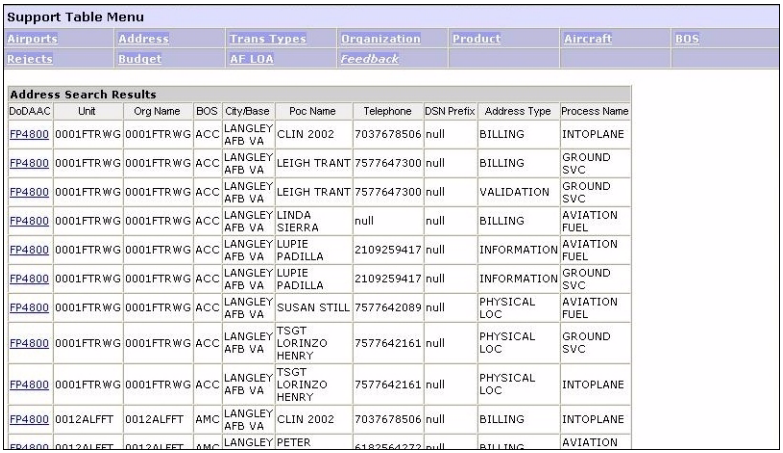
Building an Address query

1. From the main menu, click Support Tables. The Support Table Menu appears.
2. From the Support Table Menu, click Address. The Address Table appears.

3. Enter the data from which to query. Narrow your search as much as possible to minimize the number of results.

   For more information about downloading the results of the query, see the “Downloading a file from the directory” section.

4. Click Query. The records that match the query criteria, including all physical and email addresses, appear in the Address Search Results list.
5. Click a DODAAC record. The system displays additional details about the contact.


Support Table Menu
Airports
Address
Trans Types
Organization
Product
Aircraft
BOS
Rejects
Budget
AF LOA
Feedback
Address Search Results
DoDAAC
Unit
Org Name
BOS
City/Base
Poc Name
Telephone
DSN Prefix
Address Type
Process Name
FP4800 0001FTRWG 0001FTRWG ACC LANGLEY AFB VA CLIN 2002 7037678506 null BILLING INTOPLANE
FP4800 0001FTRWG 0001FTRWG ACC LANGLEY AFB VA LEIGH TRANT 7577647300 null BILLING GROUND SVC
FP4800 0001FTRWG 0001FTRWG ACC LANGLEY AFB VA LEIGH TRANT 7577647300 null VALIDATION GROUND SVC
FP4800 0001FTRWG 0001FTRWG ACC LANGLEY AFB VA LINDA SIERRA null null BILLING AVIATION FUEL
FP4800 0001FTRWG 0001FTRWG ACC LANGLEY AFB VA LUPIE PADILLA 2109259417 null INFORMATION AVIATION FUEL
FP4800 0001FTRWG 0001FTRWG ACC LANGLEY AFB VA LUPIE PADILLA 2109259417 null INFORMATION GROUND SVC
FP4800 0001FTRWG 0001FTRWG ACC LANGLEY AFB VA SUSAN STILL 7577642089 null PHYSICAL LOC AVIATION FUEL
FP4800 0001FTRWG 0001FTRWG ACC LANGLEY AFB VA TSGT LORINZO HENRY 7577642161 null PHYSICAL LOC GROUND SVC
FP4800 0001FTRWG 0001FTRWG ACC LANGLEY AFB VA TSGT LORINZO HENRY 7577642161 null PHYSICAL LOC INTOPLANE
FP4800 0012ALFFT 0012ALFFT AMC LANGLEY AFB VA CLIN 2002 7037678506 null BILLING INTOPLANE
FP4800 0012ALFFT 0012ALFFT AMC LANGLEY PETER 6182564272 null BILLING AVIATION

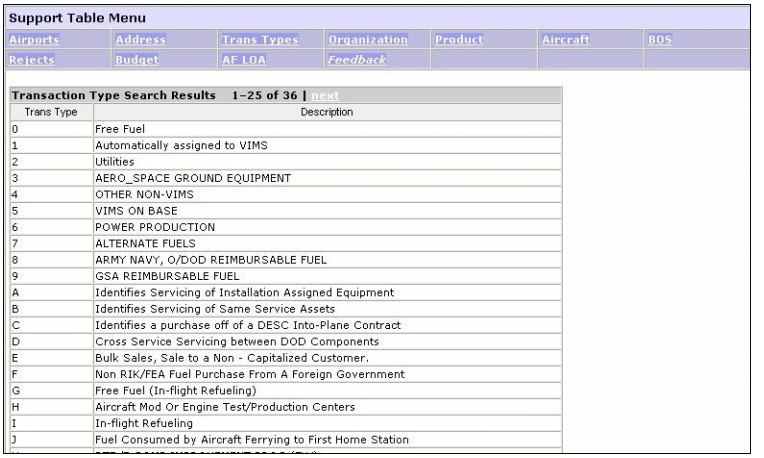
6. Click the link in the DODAAC column to view actual address information.

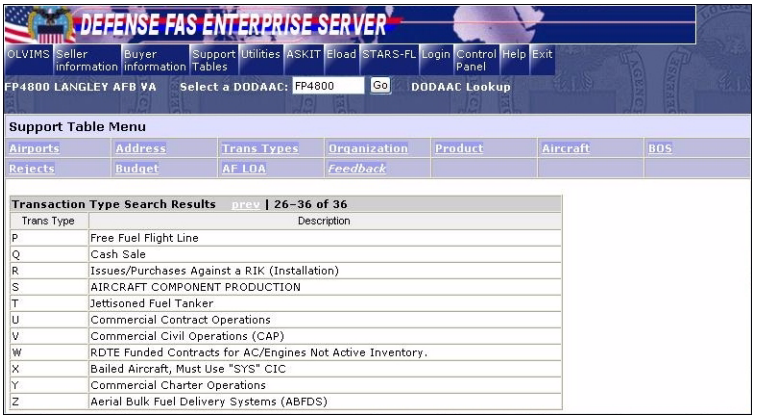
Transaction Types Code (Use Code) Table

The Transaction Type table (also known as the Use Code or UC table) provides a brief description of all valid transaction identification codes. All numeric codes are ground fuel transactions. All alpha codes, except for S, are aviation transactions.

Viewing Transaction Types

1. From the main menu, click Support Tables. The Support Table Menu appears.
2. From the Support Table Menu, click Trans Types. The Transaction Type Search Results list appears.


Support Table Menu
Airports
Address
Trans Types
Organization
Product
Aircraft
BOS
Rejects
Budget
AF LOA
Feedback
Transaction Type Search Results 1-25 of 36 | next
Trans Type
Description
0 Free Fuel
1 Automatically assigned to VIMS
2 Utilities
3 AERO_SPACE GROUND EQUIPMENT
4 OTHER NON-VIMS
5 VIMS ON BASE
6 POWER PRODUCTION
7 ALTERNATE FUELS
8 ARMY NAVY, O/DOD REIMBURSABLE FUEL
9 GSA REIMBURSABLE FUEL
A Identifies Servicing of Installation Assigned Equipment
B Identifies Servicing of Same Service Assets
C Identifies a purchase off of a DESC Into-Plane Contract
D Cross Service Servicing between DOD Components
E Bulk Sales, Sale to a Non - Capitalized Customer.
F Non RIK/FEA Fuel Purchase From A Foreign Government
G Free Fuel (In-flight Refueling)
H Aircraft Mod Or Engine Test/Production Centers
I In-flight Refueling
J Fuel Consumed by Aircraft Ferrying to First Home Station



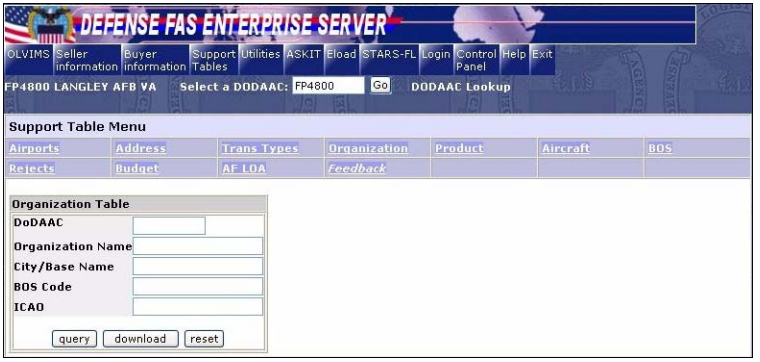
Organization Table

Use the Organization table to find specific information on any installation or organization in the FES database. You can view the results online or download them through the Directory utility.

Finding organization information

1. From the main menu, click Support Tables. The Support Table Menu appears.

2. From the Support Table Menu, click Organization. The Organization Table appears.



3. Enter the data from which to query. Narrow your search as much as possible to minimize the number of results.

   For more information about downloading the results of the query, see the “Downloading a file from the directory” section.

4. Click Query. The records that match the query criteria appear in the Organization Code Search Results list.

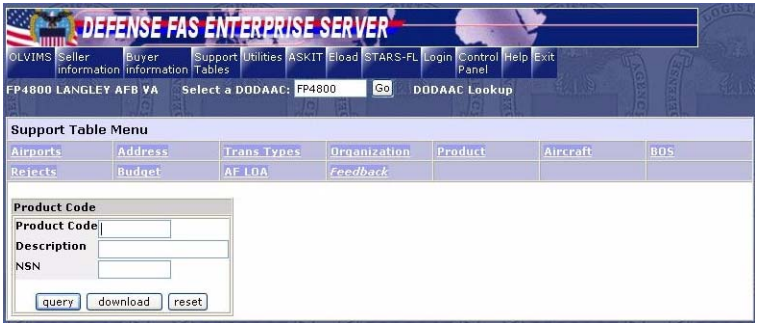
Product Code Table

Use the Product Code table to locate specific information about aviation and ground fuel product codes, including description, NSN, price, and price history.

Finding product code data

1. From the main menu, click Support Tables. The Support Table Menu appears.
2. From the Support Table Menu, click Product. The Product Code table appears.
3. Enter the data from which to query. Narrow your search as much as possible to minimize the number of results.

   For more information about downloading the results of the query, see the “Downloading a file from the directory” section.



4. Click Query. The records that match the query criteria appear in the Product Code Search Results list.

Data includes the product code, the effective date, a description of the product, the units, the price per unit, and the National Stock Number (NSN).

Aircraft Table

Use the Aircraft table to find information about USAF aircraft ownership.

Finding aircraft ownership

1. From the main menu, click Support Tables. The Support Table Menu appears.
2. From the Support Table Menu, click Aircraft. The Aircraft Table appears.

3. Enter the data from which to query. Narrow your search as much as possible to minimize the number of results.

   For more information about downloading the results of the query, see the “Downloading a file from the directory” section.

4. In the Order search results by area, click the drop-down arrows to select Primary (such as Vehicle ID or Owner) and Secondary fields.

   These options organize the search results and are useful when you are expecting a large number of records in your result.

5. Click Query. The records that match the query criteria appear in the Aircraft Search Results list.
6. Click the Vehicle ID. The ownership history appears.

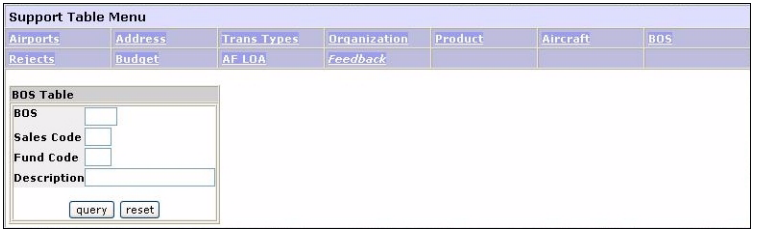
Branch of Service (BOS) Table

Use the Branch of Service (BOS) table to query for a specific Branch of Service and associated data. This table includes four fields for each record:

- BOS
- Sales Code
- Fund Code
- Description (can also be used for non-DoD activities)

Finding BOS data

1. From the main menu, click Support Tables. The Support Table Menu appears.
2. From the Support Table Menu, click BOS.



3. Enter the data from which to query. Narrow your search as much as possible to minimize the number of results.

   For more information about downloading the results of the query, see the “Downloading a file from the directory” section.

4. Click Query. The records that match the query criteria appear in the BOS Code Search Results list. In this example, entering USN in the BOS field created the following result.

You can also use the Description field to search using non-DoD activities and terms, such as “United Airlines.”

Rejects Table

The Rejects table stores the transactions that were rejected by the FES due to invalid transaction data, such as the following:

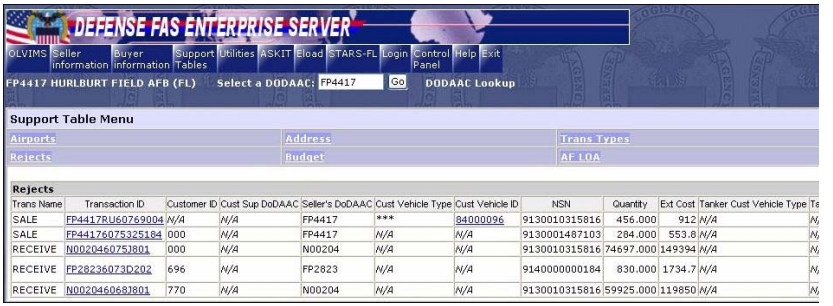
- An invalid DODAAC.
- The transaction could not be validated by FES due to the checks and balances it performs on each transaction.

You cannot correct or clear rejected transactions from the FES Rejects table. You must download the rejects to FuelsManager Defense using the Eload process to review and correct any transaction errors. The reject transactions are cleared from the FES Rejects table after they are corrected in FuelsManager Defense and successfully reprocessed to the FES. For more information, see the “FES Buyer” section.

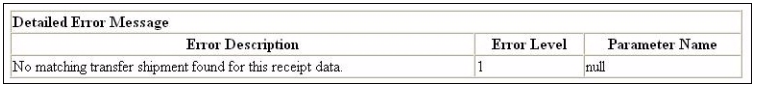
Viewing rejected transactions

You can view each rejected transaction and detailed information about the respective errors.

1. From the main menu, click Support Tables. The Support Table Menu appears.
2. From the Support Table Menu, click Rejects. A list of rejected transactions appears.


DEFENSE FAS ENTERPRISE SERVER
OLVIMS Seller information Buyer information Support Tables Utilities ASKIT Eload STARS-FL Login Control Panel Help Exit
FP4417 HURLBURT FIELD AFB (FL) Select a DODAAC: FP4417 Go DODAAC Lookup
Support Table Menu
Airports Address Trans Types
Rejects Budget AF LOA
Rejects
Trans Name Transaction ID Customer ID Cust Sup DoDAAC Seller's DoDAAC Cust Vehicle Type Cust Vehicle ID NSN Quantity Ext Cost Tanker Cust Vehicle Type
SALE FP4417RU60769004 N/A N/A FP4417 *** 84000096 9130010315816 456.000 912 N/A
SALE FP441760753251 84 000 N/A FP4417 N/A N/A 9130001487103 284.000 553.8 N/A
RECEIVE N0020460751801 000 N/A N00204 N/A N/A 9130010315816 74697.000 149394 N/A
RECEIVE FP282360730202 696 N/A FP2823 N/A N/A 9140000000184 830.000 1734.7 N/A
RECEIVE N0020460681801 770 N/A N00204 N/A N/A 9130010315816 59925.000 119850 N/A

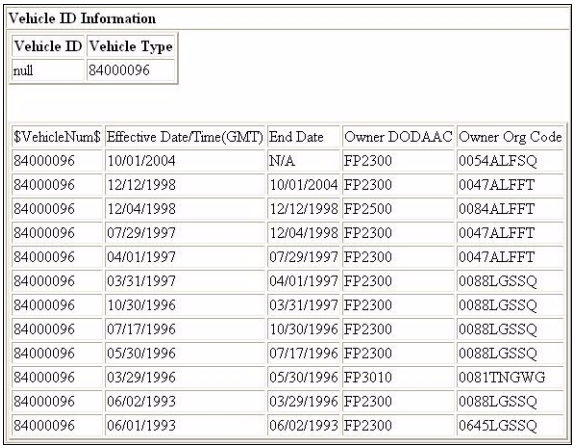
3. Review the rejected transactions.
4. Scroll to the right to view more columns; scroll down to view more records.
5. Click a Transaction ID record. Error details appear in a new session of your Web browser.



Detailed Error Message

Error Description	Error Level	Parameter Name
No matching transfer shipment found for this receipt data.	1	null

6. Close the Web browser session and go back to the Rejects table.
7. Click a Cust Vehicle ID number. The Tail Number information appears in a new session of the Web browser.



Vehicle ID Information

Vehicle ID	Vehicle Type
null	84000096

$VehicleNum$	Effective Date/Time(GMT)	End Date	Owner DODAAC	Owner Org Code
84000096	10/01/2004	N/A	FP2300	0054ALFSQ
84000096	12/12/1998	10/01/2004	FP2300	0047ALFFT
84000096	12/04/1998	12/12/1998	FP2500	0084ALFFT
84000096	07/29/1997	12/04/1998	FP2300	0047ALFFT
84000096	04/01/1997	07/29/1997	FP2300	0047ALFFT
84000096	03/31/1997	04/01/1997	FP2300	0088LGSSQ
84000096	10/30/1996	03/31/1997	FP2300	0088LGSSQ
84000096	07/17/1996	10/30/1996	FP2300	0088LGSSQ
84000096	05/30/1996	07/17/1996	FP2300	0088LGSSQ
84000096	03/29/1996	05/30/1996	FP3010	0081TNGWG
84000096	06/02/1993	03/29/1996	FP2300	0088LGSSQ
84000096	06/01/1993	06/02/1993	FP2300	0645LGSSQ

8. Review the Tail Number information and close the Web browser session.

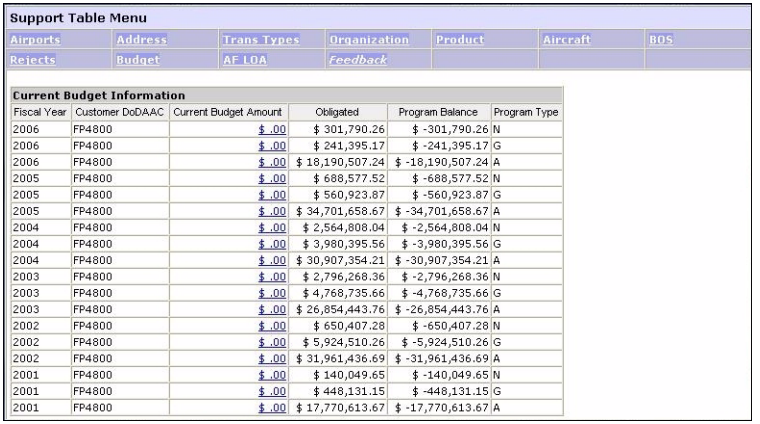
Current Budget Information Table

The Current Budget Information table summarizes budget information for both Ground and Aviation programs. The table includes six records for each program type:

- Fiscal Year
- Obligated
- Customer DODAAC
- Program Balance
- Current Budget Amount
- Program Type

Viewing and adding budget details

1. From the main menu, click Support Tables. The Support Table Menu appears.
2. From the Support Table Menu, click Budget. The Current Budget Information table appears.



Support Table Menu

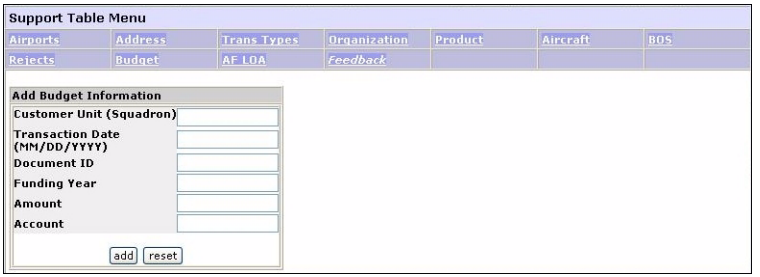
Airports | Address | Trans Types | Organization | Product | Aircraft | BOS

Rejects | Budget | AF LOA | Feedback

Current Budget Information

Fiscal Year	Customer DoDAAC	Current Budget Amount	Obligated	Program Balance	Program Type
2006	FP4800	$ .00	$ 301,790.26	$ -301,790.26	N
2006	FP4800	$ .00	$ 241,395.17	$ -241,395.17	G
2006	FP4800	$ .00	$ 18,190,507.24	$ -18,190,507.24	A
2005	FP4800	$ .00	$ 688,577.52	$ -688,577.52	N
2005	FP4800	$ .00	$ 560,923.87	$ -560,923.87	G
2005	FP4800	$ .00	$ 34,701,658.67	$ -34,701,658.67	A
2004	FP4800	$ .00	$ 2,564,808.04	$ -2,564,808.04	N
2004	FP4800	$ .00	$ 3,980,395.56	$ -3,980,395.56	G
2004	FP4800	$ .00	$ 30,907,354.21	$ -30,907,354.21	A
2003	FP4800	$ .00	$ 2,796,268.36	$ -2,796,268.36	N
2003	FP4800	$ .00	$ 4,768,735.66	$ -4,768,735.66	G
2003	FP4800	$ .00	$ 26,854,443.76	$ -26,854,443.76	A
2002	FP4800	$ .00	$ 650,407.28	$ -650,407.28	N
2002	FP4800	$ .00	$ 5,924,510.26	$ -5,924,510.26	G
2002	FP4800	$ .00	$ 31,961,436.69	$ -31,961,436.69	A
2001	FP4800	$ .00	$ 140,049.65	$ -140,049.65	N
2001	FP4800	$ .00	$ 448,131.15	$ -448,131.15	G
2001	FP4800	$ .00	$ 17,770,613.67	$ -17,770,613.67	A

3. Select a record to view and click the amount listed in the Current Budget Amount column. The details for the record appear. A message prompt “No matching records found” appears for $0.00 amounts.
4. Click Add. The Add Budget Information table appears.

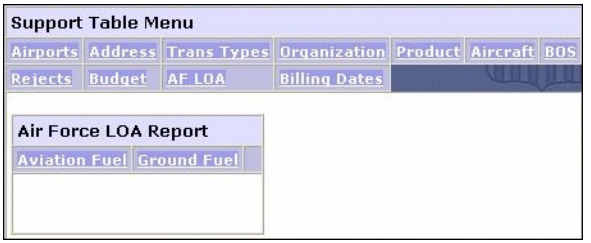


5. Enter the fields and click Submit. The system adds the budget information to the table.

Air Force Line of Accounting (AFLOA) Table

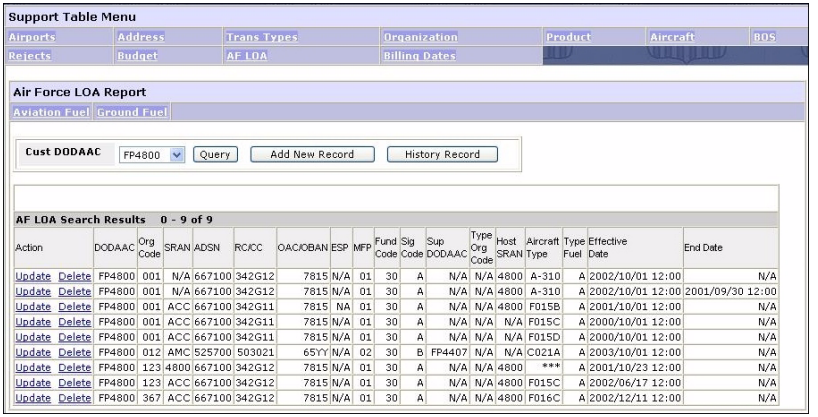
Viewing AFLOA

1. From the main menu, click Support Tables. The Support Table Menu appears.
2. From the Support Table Menu, click Air Force Line of Accounting. The Air Force LOA Report appears.



3. Select Aviation Fuel or Ground Fuel. Additional fields appear.

4. Select the DODAAC and click Query. The Air Force LOA report appears.
5. Click History Record. Historical AFLOA records appear.



Action	DODAAC	Org Code	SRAN	ADSN	RC/CC	OAC/OBAN	ESP	MFP	Fund Code	Sig Code	Sup DODAAC	Type Org Code	Host SRAN	Aircraft Type	Type Fuel	Effective Date	End Date
Update Delete	FP4800	001	N/A	667100	342G12	7815	N/A	01	30	A	N/A	N/A	4800	A-310	A	2002/10/01 12:00	N/A
Update Delete	FP4800	001	N/A	667100	342G12	7815	N/A	01	30	A	N/A	N/A	4800	A-310	A	2002/10/01 12:00	2001/09/30 12:00
Update Delete	FP4800	001	ACC	667100	342G11	7815	NA	01	30	A	N/A	N/A	4800	F015B	A	2001/10/01 12:00	N/A
Update Delete	FP4800	001	ACC	667100	342G11	7815	N/A	01	30	A	N/A	N/A	N/A	F015C	A	2000/10/01 12:00	N/A
Update Delete	FP4800	001	ACC	667100	342G11	7815	N/A	01	30	A	N/A	N/A	N/A	F015D	A	2000/10/01 12:00	N/A
Update Delete	FP4800	012	AMC	525700	503021	65YY	N/A	02	30	B	FP4407	N/A	N/A	C021A	A	2003/10/01 12:00	N/A
Update Delete	FP4800	123	4800	667100	342G12	7815	N/A	01	30	A	N/A	N/A	4800	***	A	2001/10/23 12:00	N/A
Update Delete	FP4800	123	ACC	667100	342G12	7815	N/A	01	30	A	N/A	N/A	4800	F015C	A	2002/06/17 12:00	N/A
Update Delete	FP4800	367	ACC	667100	342G12	7815	N/A	01	30	A	N/A	N/A	4800	F016C	A	2002/12/11 12:00	N/A

Adding, updating, or deleting AFLOA entries

From the Air Force LOA Report, you can add to or delete entries by clicking the appropriate link in the Action column. Only accounts that have been granted the privileges to update DODAAC AFLOA data can edit this information.

Adding AFLOA entries

1. Find the record and click Add on that row.
2. Add the necessary data and click Add.

Updating AFLOA entries

1. Find the record to update and click Update on that row. The AF LOA Record for the DODAAC appears and displays the data for the record you selected.
2. Make the necessary changes and click Update.

Deleting AFLOA entries

1. Find the record to delete in the Line of Accounting Report and click Delete in the Action column. A message prompt appears.

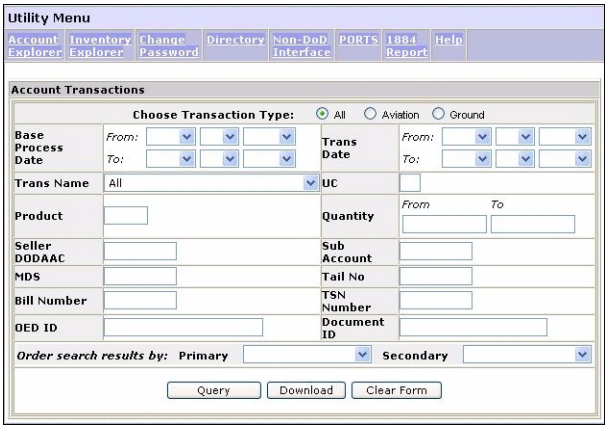
2. Click OK.

FES Sellers Utility

Reviewing account transactions in FES

Use the Account Explorer utility to run queries for records processed against finances for a DODAAC.

1. From the main menu, click Utilities. The Utility Menu appears.
2. From the Utility Menu, click Account Explorer. The Account Transactions table appears.



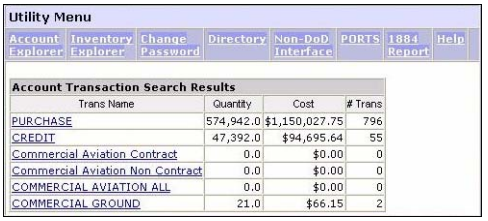
3. Select a Transaction Type (All, Aviation, or Ground).
4. Enter the data from which to query. Narrow your search as much as possible to minimize the number of results.

   For more information about downloading the results of the query, see the “Downloading a file from the directory” section.

5. Click the drop-down arrows to select Primary (such as Trans Date, Base Process Date, and Trans Type) and Secondary fields.

   These options organize the search results and are useful when you are expecting a large number of records in your result.

6. Click Query. The records that match the query criteria appear in the Account Transaction Search Results list.



7. Click a Trans Name record. The Detailed Account Transactions list appears, which includes additional details about the record.

Detailed Account Transactions

Account Transaction Search Results total record 796 Prev | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next

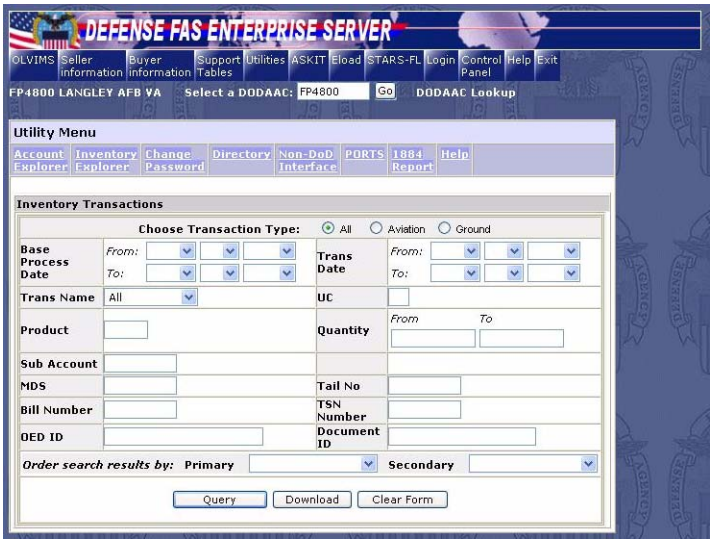
Trans Name	Record ID	SUPP DODAAC	Transaction ID	PRODUCT	NSN	QUANTITY	UNIT COST	EXTENDI
SALE	-1675211584233824.92200603158307	N/A	FP2520RU60733101	JP8	9130010315816	1,642.0	2.0	
SALE	-1675211584234204.52200603138250	N/A	FP2520RU60712803	JP8	9130010315816	1,815.0	2.0	
SALE	-1675211584234207.22200603138251	N/A	FP2520RU60695904	JP8	9130010315816	1,657.0	2.0	
SALE	-1675211584234207.22200603138251	N/A	FP2520RU60695905	JP8	9130010315816	1,621.0	2.0	
SALE	-1675211584234209.92200603138252	N/A	FP2520RU60701005	JP8	9130010315816	1,608.0	2.0	
SALE	-1675211584234209.92200603138252	N/A	FP2520RU60691101	JP8	9130010315816	1,556.0	2.0	
SALE	-1675211584234209.92200603138253	N/A	FP2520RU60691103	JP8	9130010315816	1,247.0	2.0	
SALE	-1675211584234210.52200603138253	N/A	FP2520RU60701107	JP8	9130010315816	1,227.0	2.0	
SALE	-1875549525117.1920060313529	N/A	FP4800607132408	BDI	9140014704520	37.0	2.09	
SALE	-1875549525117.2120060313529	N/A	FP4800607132408	MRR	9130013884080	5.0	1.95	
SALE	-1875549525117.2220060313529	N/A	FP4800607132408	MRR	9130013884080	14.0	1.95	
SALE	-1875549525117.3020060313529	N/A	FP4800607132408	MRR	9130013884080	6.0	1.95	
SALE	-1875549525117.3220060313529	N/A	FP4800607132408	MRR	9130013884080	6.0	1.95	
SALE	-1875549525117.3620060313529	N/A	FP4800607132408	MRR	9130013884080	6.0	1.95	
SALE	-1875549525117.3620060313529	N/A	FP4800607132408	BDI	9140014704520	5.0	2.09	
SALE	-1875549525117.4220060313529	N/A	FP4800607132408	BDI	9140014704520	13.0	2.09	
SALE	-1875549525117.4320060313529	N/A	FP4800607132408	MRR	9130013884080	12.0	1.95	
SALE	-1875549525117.4420060313529	N/A	FP4800607132408	MRR	9130013884080	1.0	1.95	
SALE	-1875549525117.4620060313529	N/A	FP4800607132408	MRR	9130013884080	11.0	1.95	
SALE	-1875549525117.4820060313529	N/A	FP4800607132408	MRR	9130013884080	11.0	1.95	
SALE	-1875549525117.5220060313529	N/A	FP4800607132408	MRR	9130013884080	9.0	1.95	
SALE	-1875549525117.5320060313529	N/A	FP4800607132408	MRR	9130013884080	6.0	1.95	

Inventory Explorer Utility

Use the Inventory Explorer utility to run queries against the Inventory Transactions database. You can view the results online, or download the results so that you can incorporate the data into another report or program. Base level DFSC personnel use this utility to query records processed from a DODAAC's inventory.

Reviewing inventory transactions in FES

1. From the main menu, click Utilities. The Utility Menu appears.
2. From the Utility Menu, click Inventory Explorer. The Inventory Transactions table appears.



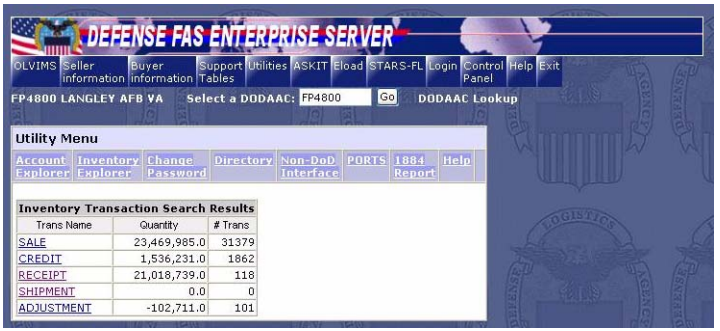
3. Select a Transaction Type (All, Aviation, or Ground).
4. Enter the data from which to query. Narrow your search as much as possible to minimize the number of results.

   For more information about downloading the results of the query, see the “Downloading a file from the directory” section.

5. Click the drop-down arrows to select Primary (such as Trans Date, Base Process Date, and Trans Type) and Secondary fields.

   These options organize the search results and are useful when you are expecting a large number of records in your result.

6. Click Query. The records that match the query criteria appear in the Inventory Transaction Search Results list.



7. Click a Trans Name record. The Detailed Inventory Transactions list appears, which includes additional details about the record.

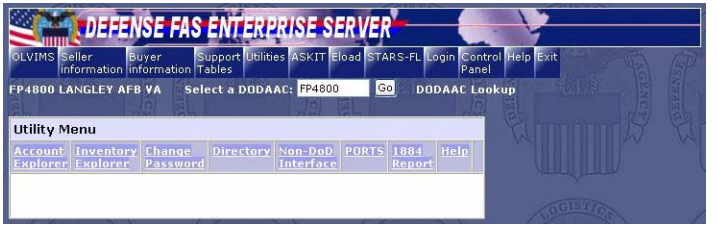
Inventory Transactions Report

Inventory Transaction Search Results total record 1862 Prev | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next

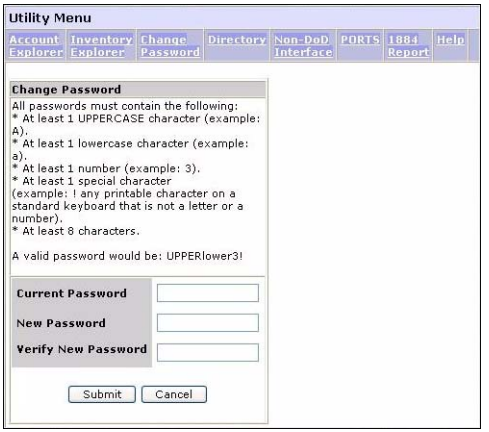
Trans Name	Record ID	SUPP DODAAC	Transaction ID	PRODUCT	NSN	QUANTITY	UNI
CREDIT	97105444896.6620050408109766	FP4407	FP4800RU50974306	JP8	9130010315816	219.0	
CREDIT	-20781198981607.552006012748737	N/A	FP4800RU60261904	JP8	9130010315816	979.0	
CREDIT	9710544356 7.3020050315107098	N/A	FP4800RU50734307	JP8	9130010315816	1,759.0	
CREDIT	97105448456 0.4320050318107616	N/A	FP4800RU50774308	JP8	9130010315816	1,664.0	
CREDIT	97105448456 0.5420050318107619	N/A	FP4800RU50774314	JP8	9130010315816	1,225.0	
CREDIT	9710544916.4320050323108042	N/A	FP4800RU50814303	JP8	9130010315816	592.0	
CREDIT	97105441782.5520050331108775	N/A	FP4800RU50894305	JP8	9130010315816	2,037.0	
CREDIT	9710544204.3220050401108887	N/A	FP4800RU50904304	JP8	9130010315816	153.0	
CREDIT	9710544204.4320050401108890	N/A	FP4800RU50904308	JP8	9130010315816	633.0	
CREDIT	97105442708 2.9920050402109086	N/A	FP4800RU50914306	JP8	9130010315816	3,168.0	
CREDIT	97105444594.5720050407109608	N/A	FP4800RU50964305	JP8	9130010315816	3,229.0	
CREDIT	9710544684.5320050412110203	N/A	FP4800RU51014313	JP8	9130010315816	1,821.0	
CREDIT	9710544684.5920050412110204	N/A	FP4800RU51014319	JP8	9130010315816	1,943.0	
CREDIT	97105441175 8.8320050413110420	N/A	FP4800RU51024310	JP8	9130010315816	497.0	
CREDIT	97105441175 8.9420050413110426	N/A	FP4800RU51025205	JP8	9130010315816	276.0	
CREDIT	97105443289.4320050415110688	N/A	FP4800RU51044306	JP8	9130010315816	2,617.0	
CREDIT	97105448630 1.6820050426111930	N/A	FP4800RU51164306	JP8	9130010315816	1,552.0	
CREDIT	97105441402.3520050504112681	N/A	FP4800RU51234305	JP8	9130010315816	2,056.0	
CREDIT	97105441173.2020050519114428	N/A	FP4800RU51384304	JP8	9130010315816	1,818.0	
CREDIT	97105441173.2020050519114429	N/A	FP4800RU51384305	JP8	9130010315816	395.0	
CREDIT	97105442436.0520050602115402	N/A	FP4800RU51524303	JP8	9130010315816	1,848.0	
CREDIT	97105442436.1120050602115405	N/A	FP4800RU51524306	JP8	9130010315816	2,288.0	
CREDIT	97105443447.6120050604115576	N/A	FP4800RU51544303	JP8	9130010315816	1,946.0	
CREDIT	97105443447.6720050604115577	N/A	FP4800RU51544305	JP8	9130010315816	63.0	
CREDIT	97105449711.4320050608128607	N/A	FP4800RU51585007	JP8	9130010315816	668.0	

Change Password Utility

Use the Change Password utility to change FES passwords.



1. From the main menu, click Utilities. The Utility Menu appears.
2. From the Utility Menu, click Change Password. The Change Password table appears.


Utility Menu
Account Explorer
Inventory Explorer
Change Password
Directory
Non-DoD Interface
PORTS
1884 Report
Help
Change Password
All passwords must contain the following:
* At least 1 UPPERCASE character (example: A).
* At least 1 lowercase character (example: a).
* At least 1 number (example: 3).
* At least 1 special character (example: ! any printable character on a standard keyboard that is not a letter or a number).
* At least 8 characters.
A valid password would be: UPPERlower3!
Current Password
New Password
Verify New Password
Submit
Cancel

3. Type your current password in the Current Password field.
4. Type your new password in both the New Password and Verify New Password fields.

   Passwords must be six or more characters long, and must include at least one digit, two alphanumeric characters, and two special characters, such as the & sign. For example, 321mvCN!@.

5. Click Submit.

   You can use your new password the next time you log in. If you forget your password, contact the Help Desk.

PORTS Requests

General guidelines for ordering

Listed below are general guidelines for processing PORTS requests.

- You may process individual orders for individual deliveries or you may process a monthly blanket order for multiple deliveries throughout the month.
- Orders are specific to Contract/CLIN and delivery period. You cannot process orders with overlapping delivery periods for the same Contract/CLIN.
- FES PC&S PORTS transmits emails to the vendor and the ordering installation requisitioning the fuel. Maintain close coordination with your vendors to ensure the currency and accuracy of email

addresses both for the vendor and the Ordering Office. When email addresses change, notify the Help Desk and the Contract Administrator.

- Placing a fuel order obligates DESC funds.
- You have 365 days to correct PORTS orders.

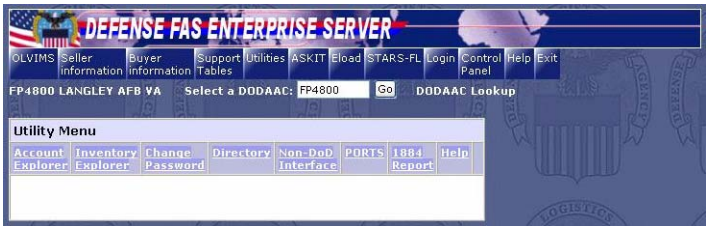
PORTS field descriptions

Field	Description
Create Date	Indicates the date the initial call to the vendor was made, or the date the FES PORTS order is created, whichever comes first. Note: You may speak to a vendor to identify capabilities. However, process via FES/PORTS in sufficient time to meet the contract specified ordering time frame.
Delivery Start Date	Indicates the date fuel should be delivered, or if the order is for more than one delivery date, enter the date of the last delivery.
Delivery End Date	Indicates the ending date of the delivery.
Total Quantity	Indicates the estimated amount needed to cover this order for the ordering period.
Memo	Specifies any additional information that is relevant to the transaction, such as point of contact, phone number, specific delivery date, and quantity required for each delivery date. This information is transmitted via email to the vendor and the Ordering Officer.

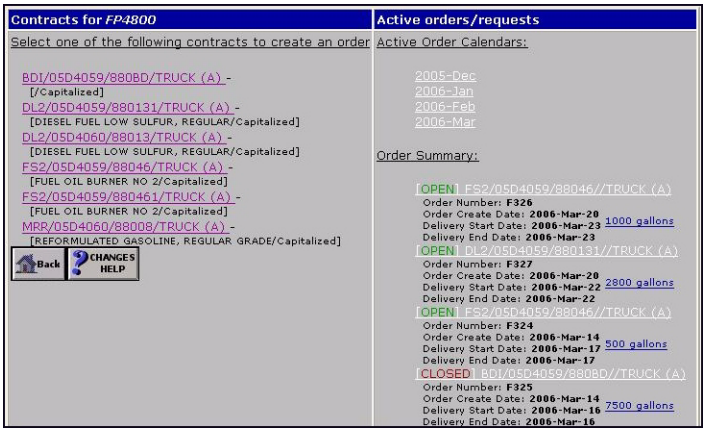
Table 15-1: PORTS field descriptions

Entering PORTS orders and requests

Use the Contracts option to enter requests for fuel from vendors. Entering a request sends an email to both the vendor and DESC.



1. From the main menu, click Utilities. The Utility Menu appears.
2. From the Utility Menu, click PORTS. The Contracts page for your DODAAC appears in a new session of your Web browser.



Capitalized contracts appear in purple. CLINs for these contracts are used to deliver fuel directly to a storage tank managed and maintained by a single O&M customer. Non-capitalized contracts appear in blue.

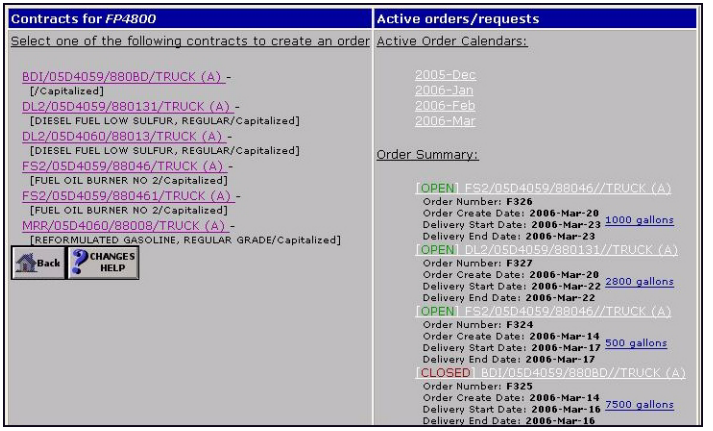
3. Select the contract needed for the order request. The Add New Fuel Order page appears.

4. If necessary, change the Order Create Date and Delivery Date.
5. Enter the Total Quantity of the request in gallons, as whole numbers only. Do not place decimals in the Quantity field.
6. In the Memo box, enter any additional information that is relevant to the request.
7. Click OK. The system posts the order and a confirmation message appears.

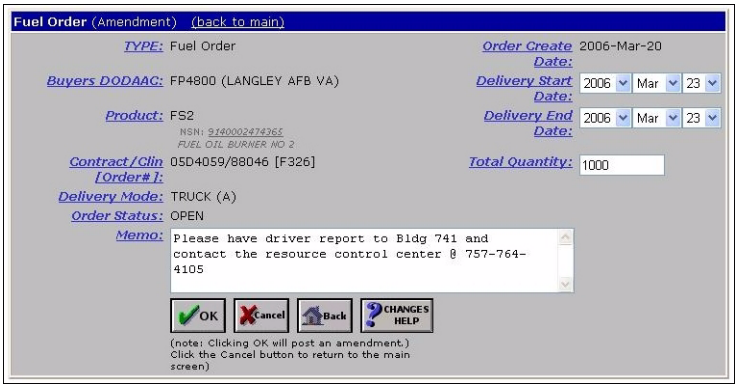
8. Click OK. The new request appears on the Contracts page in the Active orders/requests area.
9. Close any additional browser sessions.

Editing a PORTS request

1. From the main menu, click Utilities. The Utility Menu appears.
2. From the Utility Menu, click PORTS. The Contracts page for your DODAAC appears in a new session of your Web browser.



3. Select an existing order. The Fuel Order Amendment page appears.


Fuel Order (Amendment) (back to main)
TYPE: Fuel Order
Order Create Date: 2006-Mar-20
Buyers DODAAC: FP4800 (LANGLEY AFB VA)
Delivery Start Date: 2006 Mar 23
Product: FS2
NSN: 9140002474365
FUEL OIL BURNER NO 2
Delivery End Date: 2006 Mar 23
Contract/Clin [Order#]: 05D4059/88046 [F326]
Total Quantity: 1000
Delivery Mode: TRUCK (A)
Order Status: OPEN
Memo: Please have driver report to Bldg 741 and contact the resource control center @ 757-764-4105
OK
Cancel
Back
CHANGES HELP
(note: Clicking OK will post an amendment.)
Click the Cancel button to return to the main screen)

4. Enter the amended data and any associated notes. The delivery dates cannot span months; for example, do not insert a delivery for Apr 30 and May 01 on the same order. The total quantity is the total of the entire order, rather than the changed amount.
5. Click OK. A confirmation message appears.

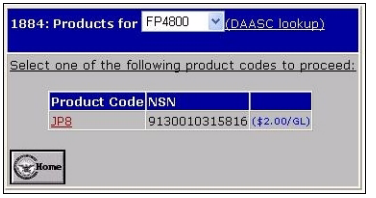
6. Click OK. The Contracts page appears.

1884 Report

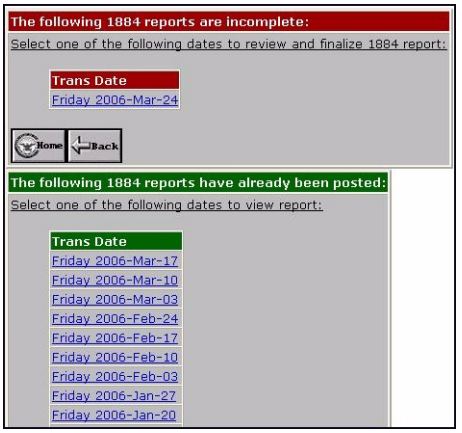
Filing a report

1. From the main menu, click Utilities. The Utility Menu appears.
2. From the Utility Menu, click Click 1884. The 1884: Products page appears in a new session of your Web browser.

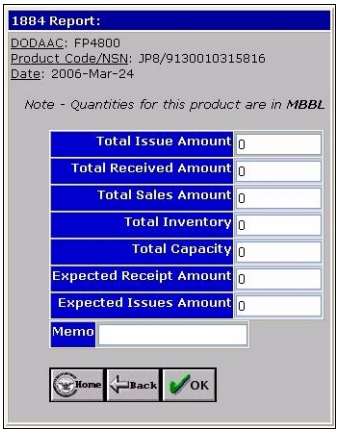
   After you log in, a link may prompt you to file an 1884 Report. You can also click that link to open the 1884: Products page.



3. Click the Product Code for the 1884 report to submit. A list of incomplete 1884 reports, organized by Trans (Transaction) Date, appears.



4. Click the Trans Date for the 1884 report to submit. The 1884 Report: page appears. Quantities for the product are in MBBL, where 1 MBBL equals 42,000 gallons.



5. Enter a message as appropriate in the Memo box. Any messages must comply with the 1884 requirements of 4140.25. Examples:

   - Out of service issues with your tanker.
   - If a tank is out of service permanently, enter a brief message that describes the status. For example, “Tank 23 is out of service permanently.”
   - If a tank is temporarily out-of-service, enter a brief message that includes the expected in-service date or time frame. For example, “Tank 23 is out of service temporarily, will return to service in 2-3 weeks.”

- If a tank is being placed back into service, enter a brief message that includes the time it is brought back into service. For example, “Tank 23 is coming back into service on next Tuesday (10/27/2006).”

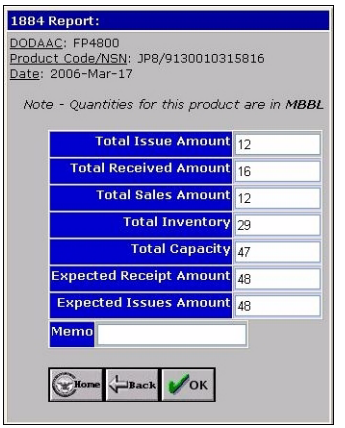
6. Click OK. A confirmation message appears.

7. Click OK. A second confirmation message appears.

8. Click OK.
9. Close any additional browser sessions.

Viewing the 1884 report submission

- You can view an 1884 submission by clicking the 1884 Utility, selecting the product code, and selecting the date that you entered.



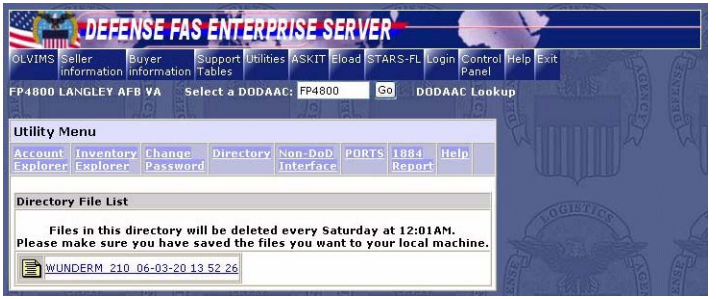
Directory Utility

The Directory utility serves as a storage place for files and queries. You can direct the results of any support table or utility query to the download directory.

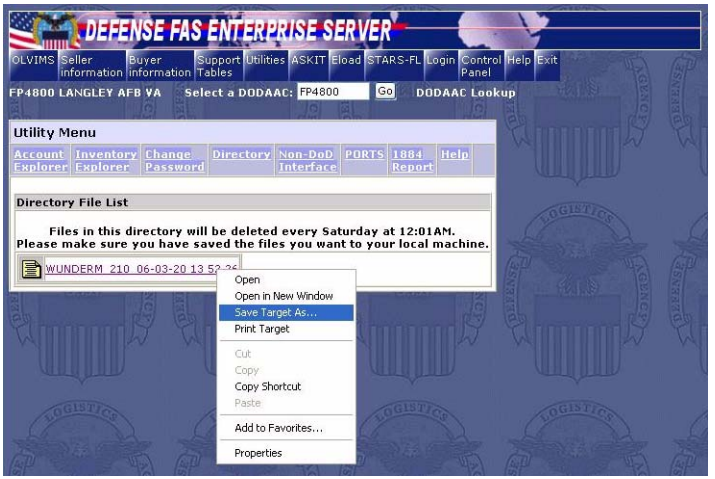
Downloading a file from the directory

1. From the main menu, click Utilities. The Utility Menu appears.
2. From the Utility Menu, click Download. The system runs the query that you created, saves the download file, and displays a link to the download directory. The file name is a combination of your user name and the date and time.

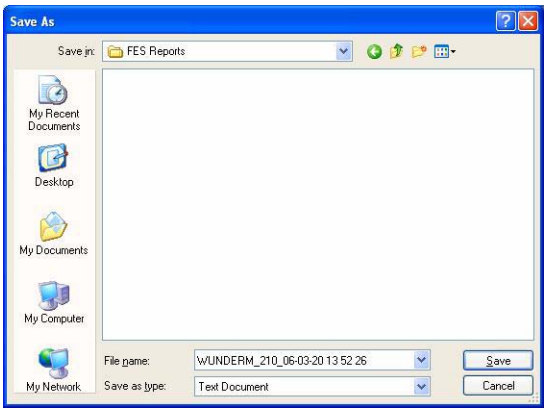
3. Click Download Directory. The Download Directory utility provides links, in chronological order, to the files that you downloaded. The files are deleted on a periodic basis, but no more frequently than every Saturday at 12:01A.M.



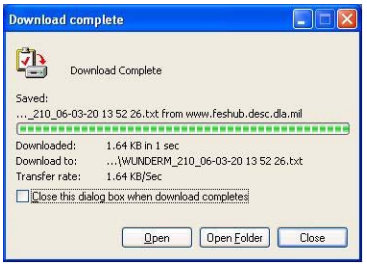
The file name is a combination of your User ID and the current date and time. Clicking the file name opens a new browser that displays the download contents.



4. Right-click the file that you want to download and select Save Target As. The Save As dialog box appears.



5. Select a location and click Save. The system downloads the file and the Download Complete prompt appears.
6. Click Close.


Download complete
Download Complete
Saved:
..._210_06-03-20 13 52 26.txt from www.feshub.desc.dla.mil
Downloaded: 1.64 KB in 1 sec
Download to: ...\WUNDERM_210_06-03-20 13 52 26.txt
Transfer rate: 1.64 KB/Sec
Close this dialog box when download completes
Open
Open Folder
Close

A Standard Equipment Types

Equipment Types Table

The table in this appendix lists the standard equipment types.

Type	Description
10K Bladder	Collapsible Coated Fabric Tanks: Collapsible fuel tanks normally are provided in either 10,000 or 50,000 gallon capacity. Tanks are constructed of a single ply, nylon fabric material with reinforced corners. The interior of the tank is coated with polyester, while the exterior is of nylon, or equivalent fabric, impregnated with urethane or nitrile. The weight of a 50,000 gallon tank is approximately 1,400 pounds, while the 10,000 gallon tank weighs approximately 200 pounds. Dimensions of empty 50K bladders are 24 feet by 65 feet. Dimensions of an empty 10K bladder may be 12 feet by 42 feet, or 22 feet by 22 feet. Fabric tanks are tested from -40 degrees Fahrenheit to 160 degrees Fahrenheit to prove reliability in any climate. Tanks can be manifolded together and are repairable in the field.
20K Bladder	Collapsible Coated Fabric Tanks
210K Bladder	Collapsible Coated Fabric Tanks
50K Bladder	Collapsible Coated Fabric Tanks

Table A-1: Standard equipment types

Type	Description
AAFS: Amphibious Assault Fuel System (AAFS) *(continued)*	AAFS is the USMC primary fuel system for receipt, storage, and issue of bulk fuel in support of amphibious operations. It is the aggregate of a number of self contained unit components capable of receiving and storing gasoline, diesel, or jet fuel. Each AAFS consists of a beach unloading station, two drum unloading units, two booster stations, two dispensing stations of six outlets each, and five farms of 120,000 gallons capacity each. The AAFS is the largest of the Family of TFS. It consists of 20,000 gallon capacity fabric fuel tanks, 2, 4, and 6 inch diameter fabric hoses, 600 GPM trailer mounted centrifugal fuel pumps, 350 GPM fuel filter separators and various metal components (gate valves, Ys, fuel nozzles). The AAFS is capable of receiving fuel at the high water mark from amphibious ships, Offshore Petroleum Discharge System (OPDS) tankers and barges. The AAFS includes sufficient hoseline to accommodate a ship distribution distance of 3 miles. The AAFS can also receive fuel from rail tanker cars, tanker trucks, and 55 gal drums, if necessary. The strength of the AAFS is its flexibility. It can be configured to meet a vast array of storage, receipt and issue requirements. It provides the wholesale storage and bulk deliver of aviation fuels to Tactical Fuel Dispensing Systems (TAFDS) for the MAGTF's aviation forces. The AAFS does not have aircraft refueling capabilities. The AAFS provides the wholesale storage and both bulk and retail distribution of ground fuels.

Table A-1: Standard equipment types (continued)

Type	Description
AAFS: Amphibious Assault Fuel System (AAFS)	The AAFS will be undergoing a reconfiguration starting in FY00. The reconfigured AAFS will consist of a mix of 50k and 20k gal capacity fuel tanks and modification of its fuel receiving, transfer and issuing and receiving capabilities for increased efficiencies. It requires 16 AAFS to support a MEF. Each USMC Bulk Fuel Company rates 8 AAFS (2 BF Co to support a MEF). It will require 4 reconfigured AAFS to support a MEF with 4 reconfigured AAFS per Bulk Fuel company.
ABFDS: Aerial Bulk Fuel Delivery System	Bulk haul of fuel onboard C-130, C-141, C-5, and C-17 aircraft.
ABFDS W ACE	Bulk haul of fuel onboard C-130, C-141, C-5, and C-17 aircraft. Ground refueling of aircraft in forward areas when the Alternate Capabilities Equipment (ACE) kit is installed. Two 600 GPM pumps. The pumps may be operated separately or concurrently. Maximum issue rate with ACE is 350 GPM. Issue Nozzle: Single Point Refueling, 2.5 inch.
ABLTS	Amphibious Bulk Liquids Transfer System (ABLTS): ABLTS consist of two reels of 6" diameter floating fuel line (10k ft) and one reel of 4" diameter floating potable water line (10k feet) The ABLTS is used to transfer fuel and water from amphibious and MPF ships during LOTS operations.
ARC (6K) (Defuel)	
ARC (6K) (Refuel)	
AvFuel-Trck(5K)(D)	
AvFuel-Trck(5K)(R)	
BSD 210K	
BSD 3K	
BSD 500GL	
BSD 50K	
ERS	Expediant Refueler System

Table A-1: Standard equipment types (continued)

Type	Description
FARE: Forward Area Refueling Equipment (FARE) System	The FARE system consists of a 100 GPM pump assembly (with gasoline engine), a 100 GPM filter separator, 50 feet of 2 inch suction hose, 200 feet of 2 inch discharge hose, 2 closed circuit refueling nozzles (with open port adapters), and various fittings.
Fill Stand	A dispensing line from either the bulk storage issue/transfer service stations. A pump with meter is provided in a single pipeline or the issue line from 1 or more operating storage units. It is used to provide the fuel for filling tank trucks. The line terminates in 1 or more fill sites, and each fillstand site is equipped with a switch to start and stop the pump supplying the fuel. The only approved types of fillstands are: a. Bottom Loader – permits filling of tank trucks/cars by using a pipe/hose assembly extending from the fillstand to a refueling receptacle assembly installed on the lower portion of the tank truck/car. It is the required method for filling all USAF refueling units. b. Top Loader – a device consisting of an overhead filling assembly and downspout.
Filter Separator	A cylindrical vessel containing elements or cartridges designed to remove fine sediment particles and to coalesce and separate water from fuel.
FFU-15E	FFU-15E Skid Mounted Filter Separator: The FFU-15E is a skid-mounted, 600 GPM filter separator, designed to filter and separate particulate and water from fuel. It is capable of handling diesel fuel at a rate of 450 GPM, jet fuels at 600 GPM, and gasoline at a rate of 750 GPM.

Table A-1: Standard equipment types (continued)

Type	Description
FSSP: Fuel System Supply Point (FSSP)	The FSSP normally consists of two 350 GPM pumping assemblies, two filter separators, approximately 1,200 feet of discharge hose, and 1,200 feet of suction hose. It is normally configured to provide six tank truck bottom loading points, two 500 gallon collapsible drum filling points, and six points for refueling ground vehicles/filling cans and drums. The FSSP can receive fuel from tank trucks, rail tank cars, pipelines, hose lines, and aircraft. It can also be divided in half to handle two different types of fuel at two different locations.
GndFuel-Trck(1.2K)(D)	
GndFuel-Trck(1.2K)(R)	
H-14-K (Defuel)	
H-14-K (Refuel)	
HRS: Hose Reel System	Each complete Hose Reel System (HRS) contains 5 miles of 6"collapasable assault hose line. Each reel holds 2400 feet (4 – 600 foot sections) of hose. The complete system consists of 2 base units, 2 power units, and 11 hose reels. The HRS can be deployed via a powered deployment at a rate of 2 to 2.5 miles per hour. The HRS powered deployment and retrieval module is powered by two ¾ horsepower electric motors. The HRS can be deployed manually at rates up to 5 miles per hour. HRS retrieval can be accomplished from .5 to 1.5 miles per hour. A complete HRS is transported in four 8x8x20 International Standards Organization (ISO) Containers.

Table A-1: Standard equipment types (continued)

Type	Description
Hoseline Outfit (Assault/Invasion Hoseline)	The hoseline outfit, also called the assault/invasion hoseline, is a temporary system used to transport bulk petroleum. The hoseline outfit consists of 13,000 feet (approximately 2.5 miles) of 4 inch collapsible hose, a 350 GPM pumping assembly, a flow control kit, a roadway crossing guard, a hoseline suspension kit, a hoseline displacement and evacuation kit, a sling assembly, a hoseline packing kit, and a repair kit. The 4 inch, lightweight, collapsible rubber hose has a rated safe working pressure of 150 PSI and is packed in 13 flaking boxes with 1,000 feet to a box. Each 1,000 foot section consists of two 500 foot lengths joined together with an aluminum grooved coupling. A swivel joint with grooved ends is attached to one end of the assembly. This joint lets the hose assembly rotate continuously at the swivel connection. The hose is black with a yellow lay-line. The outfit can also be used at an airfield complex where bulk supplies are delivered by air-craft equipped with the ABFDS.

Table A-1: Standard equipment types (continued)

Type	Description
HERS: Helicopter Expedient Refueling System	HERS is a modular, compact system designed for refueling helicopters at Forward Arming and Refueling Points (FARP). The system is completely air transportable, and designed to permit handling by personnel with a minimum of specialized equipment. The HERS consist of 125 GPM expeditionary fuel pumps, 500 gal capacity collapsible drums, fuel filtration and aircraft dispensing equipment to provide forward tactical helicopter refueling services at Forward Arming and Refueling Points (FARPS) for helicopter attack aircraft. The HERS has a storage capacity of 18,000 gallons and can dispense fuel via two refueling points at 100 GPM per point. The reconfigured HERS (starting in FY00) will also have three 3k gal capacity fabric tanks and 4 vice 2 125 GPM expeditionary fuel pumps. The Fixed Wing MWSS rates 2 HERS and the Rotary Wing MWSS rates 7 HERS. For the future reconfigured HERS the Fixed Wing MWSS will rate 1 HERS and the Rotary Wing MWSS will rate 5 HERS. HERS contains all the equipment, including pump, hoses, filter separator, nozzles, meters, and storage drums required to operate two pumping stations.
Hydrant Outlet	A recessed opening covered with a lid flush with the ramp. A 4 inch hydrant coupler adapter, installed within the opening, is equipped with a spring-loaded closed poppet, designed to open when the hydrant quick coupler is attached. Dust cover is also provided to seal the adapter closed when the coupler is removed.

Table A-1: Standard equipment types (continued)

Type	Description
IPDS: Inland Petroleum Distribution System (IPDS)	The IPDS is a lightweight, rapidly deployable pipeline and terminal system that is used in underdeveloped theaters. It can interface with the Tactical Petroleum Terminal (TPT), Offshore Petroleum Discharge System (OPDS) or an existing source. Engineers install the IPDS, pipeline and pump stations at a rate of 3 to 5 miles a day. It takes 13 ISO containers to transport 5 miles of pipeline, valves, and fittings. The number of pump stations required is depends on system hydraulics.
Meter	A device for measuring the quantity of fuel.
M1062 (7.5K)	
M131A5C Tank Semitrailer	The M131A5C is the most commonly used fuel servicing tank semitrailer in the Army today. The auxiliary engine and pump assembly has a 2 cylinder, 4 cycle, air cooled gasoline engine, a self-priming centrifugal pump, and a 24 volt battery. A filter separator is also located on the curbside.
M49A2C Tank Truck	The M49A2C tank truck is used for refueling ground vehicles and aircraft. A rotary, positive-displacement pump, located in the rear equipment compartment, pumps fuel from the tank truck. The pump is rated at 80 GPM at 700 RPM. The speed of the pump is governed by a speed control linkage assembly. There is also an upright filter separator in the rear equipment compartment. A 35 foot length of ¾ inch reinforced hose with a standard 1¾ inch nozzle is mounted on the left side of the tank body. The M49A2C tank truck can carry bulk petroleum both on and off the road. However, it can carry only 600 gallons when it travels off the road because the forward tank must be left empty. The truck can also be used to fill 500 gallon collapsible drums and 55 gallon drums.

Table A-1: Standard equipment types (continued)

Type	Description
M967 Tank Semitrailer	The M967 is designed for general highway and limited cross-country use. It does not have the fuel servicing capability (no filter separator) of the M969 or the M970. The four-cylinder, four-cycle auxiliary engine and pumping system can deliver bulk fuel at a rate of up to 600 GPM and self-loading (using its internal pumps) at a rate up to 300 GPM.
M969 Tank Semitrailer	The M969 semitrailer has the same bulk delivery and self-load capabilities as the M967. The tank body and the auxiliary engine and pump assembly are identical to those of the M967. The M969, however, has the equipment needed for ground equipment refueling and limited aircraft refueling. The M969 has three dispensing hose assemblies. Three 14 foot sections of 4 inch suction hose are stored in troughs on the vehicle. This assembly has a bulk delivery rate of up to 600 GPM and a self load rate of 300 GPM. The other two hose assemblies are located in the hose reel compartment. Each of these 100 GPM assemblies has a dispensing nozzle. The M969 may be used for open port refueling of aircraft.

Table A-1: Standard equipment types (continued)

Type	Description
M970 Tank Semi (M970 Tank Semitrailer)	The M970 is specifically designed for underwing and over-wing refueling of Army aircraft. It has a 300 GPM bulk delivery capability and a self load capability. The M970 has the same 5,000 gallon tank and same auxiliary engine as the M967 and M969; however, the M970 has a 3 inch, high pressure centrifugal pump and recirculation system. The M970 also has special purpose equipment required for overwing and overwing aircraft refueling. It has the same filter separator as the M969 and a 300 GPM meter located in the hose reel cabinet. The meter serves all three dispensing assemblies. There are three dispensing assemblies on the M970 tank semitrailer. One is made up of three 14 foot sections of 4 inch suction hose stored in hose troughs on the vehicle. One system is for underwing refueling. It includes 50 feet of 2¾ inch hose with an electric rewind reel, deadman control, and a D-1 nozzle. The overwing refueling system has 50 feet of 1¾ inch hose and overwing dispensing nozzle and a hose reel with electric rewind.
M970 Tank Semi (M970 Tank Semitrailer)	The M970 can receive and issue fuel from and to other Services' fuel systems that can connect with the M970's receipt couplers. The M970 can be used to refuel other Services' aircraft and is the only Army tank truck which has an organic D-1 (SPR) nozzle. The M970 can refuel any Services' ground equipment.
M970 (5K) Defuel	M970 Tank Semitrailer (Defuel)
M970 (5K) Refuel	M970 Tank Semitrailer (Refuel)

Table A-1: Standard equipment types (continued)

Type	Description
M978 HEMTT: M978 Heavy Expanded Mobility Tactical Truck (HEMTT)	The M978 tank truck is a 10 ton, 8 by 8, on the road, all weather and terrain vehicle. The tank is a stainless steel, single compartment shell with one man hole cover. A cabinet at the rear of the vehicle houses the vehicle's fuel delivery manifold system, hose reels, ground cables, deadman shutoff, and filter separator. A 300 GPM centrifugal pump is driven by a power takeoff from the vehicle's engine. The vehicle also has an alternate fuel delivery pump. This 25 GPM pump is powered by 24 volts DC from the vehicle electric system. There is a sampling probe on the discharge side of the filter separator for use with the Aqua-Glo water test kit. The tank truck has two hose reels. Each hose reel has 50 feet of 1¾ inch dispensing hose. The hose ends have male KAM-LOK couplings, fittings and bonding connections. Each hose reel has a fuel servicing nozzle. The HEMTT also has a 15 foot section of 3 inch hose.
C-300	The C-300 is designed for operation on hard or improved surfaces at low to moderate speeds. A 4WD C-301 version of the same vehicle is also available for use in more austere conditions. It can refuel any service vehicle/bulk tank with ground fuel using the over wing nozzle or an optional service station nozzle that can be easily installed in place of the O/W nozzle. The C-300 can also defuel bulk tanks with the proper hose configuration.
C-301	The C301 is a 4-wheel drive version of the C300.
CPHHC	
GRU-17 Pgraph	

Table A-1: Standard equipment types (continued)

Type	Description
MH-2	MH-2 series hose carts are trailer mounted units designed for transfer of fuel between fixed hydrant system outlets and single-point refueling receptacles of aircraft. Carts are equipped with a filter separator, meter, flow-control valve and inlet/outlet hoses. Carts do not have pumping capability. Carts can also be used to provide filter/meter capability for filling refueling units from hydrant systems, for bare-base refueling using bladder storage, and R-22 pumping systems; and as a substitute for the FFU-15 filter separator.
PMU-27: PMU-27 Pumping Unit	The PMU-27 is a trailer mounted, engine powered unit consisting of a 50 GPM pump, filter separator, meter, hoses, connections, and nozzles. It is designed to support servicing of small aircraft and transfer of small quantities of fuel. It also is capable of defueling four 55-gallon drums simultaneously, pumping from an external source and defueling aircraft auxiliary tanks. The unit is also an effective ground fuels dispensing unit.
Pumphouse	Fixed facilities housing pumps and controls used for moving fuel. The construction of these facilities varies according to location and climatic conditions, from an open pad to an enclosed heated building.
R-11	Primary Function: Aircraft Refueling. Alternate Function: Aircraft defueling and bulk fuel hauling. Operation and Installation: The R-11 is designed for operation on hard surfaces at low speeds under 25 MPH within the air base area. Tank Capacity: 6,000 gallons. Pump Capacity: 600 GPM.
R-12	Hydrant Servicing Vehicle equipped with hoses, filter separator and surge suppressors.

Table A-1: Standard equipment types (continued)

Type	Description
R-14A	Air Transportable Hydrant Refueling System (ATHRS). Primary Function: Aircraft Refueling. Alternate Function: Aircraft defueling and unit fillstand. The R-14 ATHRS is equipped with two 50,000 gallon standard fuel bladders, a multi-fuel diesel engine, filter separator, pressure controls, hoses, nozzles, and adapters to created a self-contained aircraft refueling system.
R-14B	Air Transportable Hydrant Refueling System (ATHRS)
R-14C	Air Transportable Hydrant Refueling System (ATHRS)
R-22	Trailer Mounted 600/900 GPM Pump. Primary Function: Provide bulk fuel transfer capability. Alternate Function: Refuel aircraft when used in conjunction with MH-2 series hosecart or FFU15E filter separator.
R-5	Primary Function: Aircraft Refueling. Alternate Function: Aircraft defueling and bulk fuel hauling.
R-8	Primary Function: Aircraft Refueling. Alternate Function: Aircraft defueling and bulk fuel hauling.
R-9	Primary Function: Aircraft Refueling. Alternate Function: Aircraft defueling and bulk fuel hauling. Operation and Installation: The R-9 is designed for operation on hard surfaces at low speeds under 25 MPH within the air base area. Maintenance problems should be anticipated if converted to over-the-road haul at speeds up to 55 MPH. Interoperability: Can refuel other Services' aircraft which use the SPR nozzle or open port nozzle. Advance notice is required for the US Air Force to obtain a KAM-LOK adapter in the event the R-9 tanker is to receive fuel from other Services' ground fuel systems not equipped with the SPR discharge nozzle.

Table A-1: Standard equipment types (continued)

Type	Description
Type III	Pressurized Hydrant Fueling System
Type III Pgraph	
Miscellaneous	
NRU-5E	Aerial and surface transport of LIN from military and commercial production plants to operational areas to service carts. Tank Capacity: 400 gallons.
Off Loading Header	
OPDS Chesapeake 225K	
OPDS Mt Washington	
OPDS Osprey 235K	
OPDS Petersburg 309K	
OPDS Potomac 168K	
PH Type I	Type I – Panero System – this system was first installed in 1950. Identifying features of this system are: a single outlet, gravity defueling, and a control pit originally designed with a filter, meter, and control valves. All filter separators and meters in the control pit have been removed. At some locations, the system has been modified with a low profile filter in the control pit.
PH Type II	Type II – Pritchard System – this system was installed after 1955. It permits servicing of aircraft at its normal parking location. A number of outlets are serviced from a single pumphouse. With this system, the filter separator and meter are located on the mobile hosecart used for connection between the outlet and the aircraft. A defueling pump is installed in each lateral control pit for the defueling operation.

Table A-1: Standard equipment types (continued)

Type	Description
PH Type III	Type III - Phillips Constant Pressure System - this system consists of multiple hydrant outlets in which fuel is constantly under pressure ready for dispensing to aircraft on demand. The system includes 600-gpm or 1200-gpm pumps, filter separators, contamination monitors, and a pressure and flow recorder mounted on an open pad near the hardstands. Fuel is supplied to all outlets through a loop of underground corrosion-resistant piping. A hydrant servicing vehicle provides metering capabilities for fueling and defueling operations.
PH Type IV	Type IV - Pressurized Hot Fueling System - the hot fueling system incorporates the on-demand dispensing characteristics of the Type III System, with similar controls and special safety provisions. In this system, fuel is received in tanks from bulk storage and then pumped through a loop of underground corrosion-resistant piping using 600-gpm pumps, filter separators, and contamination monitors to pantograph fueling arms equipped with a nozzle.
PH Type V	Type V - similar to the Type IV System but is used for in-shelter fueling operations.
Pipeline	
PLS (2.5K) Flatrak (D)	
PLS (2.5K) Flatrak (R)	
PLSFM (GV) (3.5K)(BH)	Palletized Loading System Fuel Module (Bulk Haul) (BH)
PLSFM (GV)(3K)	Palletized Loading System Fuel Module (PLSFM) (GV)

Table A-1: Standard equipment types (continued)

Type	Description
Pump	Pumps are used for loading, unloading, and transferring product. Centrifugal and deep well turbine pumps are the most commonly used in fuel systems. Deep well turbine pumps are normally used in below ground tanks, while centrifugal pumps are used in above ground tanks.
Six Cont. System (Six Container System)	SIXCON tank and pump modules are hard wall fuel tanks and 125 GPM pump and filtration pumping units that are encased in a steel ISO frame so it can be mounted on ISO bed 900 series tactical truck. Each SIXCON tank module has a 900 gal storage capacity and each SIXCON pump module has one hose reel and dispensing line with flow nozzle for refueling ground equipment. Due to weight constraints, usually three SIXCON tank modules and one pump module are deployed together on an LVS 900 series tactical vehicle for use as a mobile refueling asset. The SIXCONS are the primary retail refueling capability for Marine Ground Combat Forces forward deployed on the battlefield. The modules are also used as stationary ground equipment refueling points within airfields and rear areas.

Table A-1: Standard equipment types (continued)

Type	Description
TAFDS: Tactical Airfield Fuel Dispensing System (TAFDS)	TAFDS is compromised of self contained components that can be assembled to meet numerous operational requirements in an expeditionary airfield environment. The system can receive aviation fuel from the AAFS, aircraft, tank trucks, or drums; and is capable of storing up to 120,000 gallons in collapsible 20,000 gallon tanks, and dispense aviation fuel directly into aircraft or aircraft refuelers. TAFDS is capable of refueling up to six aircraft simultaneously, at a combined flow rate of 675 GPM when the pumps are in a parallel configuration. The system can accommodate additional aircraft with equipment augmentation. The system can be packaged for transportation aboard amphibious/ commercial shipping, highway, rail or air.

Table A-1: Standard equipment types (continued)

Type	Description
TPT (Tactical Petroleum Terminal)	The tactical petroleum terminal (TPT) is a fuel storage and handling system which serves as a base, intermediate, or head terminal in an undeveloped theater and may be used in the developed theater to supplement existing facilities that are inadequate or damaged. The TPT can store up to 30,000 barrels of fuel in each of its three fuel units. Each fuel unit is normally dedicated to mogas, diesel fuel, and jet fuel. Fuel can be received from a pipeline or from tank vehicles. The TPT can dispense fuel directly to user vehicles or to bulk fuel transport vehicles. It can also return fuel to the pipeline for distribution downstream. The system can receive fuel at rates up to 800 GPM. The major components which make up the TPT include: Eighteen BFTA's with a capacity of 5,000 barrels each; ten 50,000 gallon collapsible tanks; a 350 GPM pump; six 350 GPM filter separators; fifteen 600 GPM hose line pumps (6 inch); nineteen fire suppression systems; 42,000 feet of hose; a beach interface unit; and associated valves and manifolds.
Tank & Pumping Unit (Tank and Pump Unit)	The tank and pump unit is designed to be transported on the 5 ton, 6 by 6, cargo truck. The unit consists of two 600 gallon aluminum tanks with inside baffles, a 50 GPM pump (gasoline and electric models), a 50 GPM filter separator, two hose reels (each with a 40 foot length of 1.5 inch non-collapsible discharge hose) and two open port or pistol grip nozzles.

Table A-1: Standard equipment types (continued)

Type	Description
Tank Above Cone Roof	Cone Roof Tank with Floating Aluminum Honeycomb Pan. This tank is designed for above ground storage and reduces the effects of weather. The aluminum honeycomb pan lays directly on the fuel surface, eliminating any trapped vapor above the fuel surface. Two rim seals prevent vapors from escaping into the atmosphere. This is the tank required by Air Force standard designs.
Tank Below	Tanks must be constructed to meet requirements of NFPA 30, NFPA 30A, and NFPA 31. Additionally, these tanks follow 40 CFR 280 and state environmental laws.
Tank Cut and Cover	Underground Vertical (Cut-and-Cover). These tanks are primarily used for oversea locations. The design typically conforms with United States Air Forces in Europe (USAFE)/NATO standard. This type of tank is not typically constructed in CONUS.

Table A-1: Standard equipment types (continued)

Type	Description
Tank Floating Roof	These types of tanks are in general use for storage of light-weight volatile liquids and jet fuels. The tank is designed to decrease vapor space over the stored liquid. The problem of rainfall or melting snow accumulating on the top roof deck of the open-top floating roof tank is improved by sloping the roof to a center sump. The sump is connected to a hose or multi-jointed pipe extending through the fuel to an outside water draw-off valve. Because this valve must be closed and locked when unattended, water contamination remains a problem where rainfall is heavy over short periods. Most floating-roof tanks have aluminum fixed roofs installed over the open top where excessive water contamination of fuel is a possibility. For maintenance requirements and responsibilities see paragraph 10.6.2. For a new construction, construct a cone roof tank with internal aluminum honeycomb floating pan (see MIL-HDBK-1022A).
Tank, Horizontal Cylindrical	New design criteria limits the tank size to a maximum of 151,416 liters (40,000 gallons). It is equipped with direct-reading gauges and provides for manual gauging to determine the tank's fuel level.
Tankers T-AO	

Table A-1: Standard equipment types (continued)

Type	Description
TBFDS	Tactical Bulk Fuel Delivery System (TBFDS) (CH53): The TBFDS provides the CH-53E with a capability to transport and dispense JP-5/JP-8 to aircraft, tactical vehicles and other bulk fuel systems (HERS) at forward landing zones or sites. The TBFDS will provide the capability to internally transport 2,400 gals of fuel, with pumping flow rates of 50-200 GPM, using standard NATO pressure locking nozzles. The TBFDS will be capable of deploying two refueling points from the rear of a CH-53. This is an expeditionary system that would be used to support fast moving ground and aviation combat forces that would require forward refueling to extend effective combat ranges.
TMU-24E (LOX)	Aerial and surface transport of LOX from military and commercial production plants to operational areas for support of aviator breathing and medical oxygen requirements. Tank Capacity: 400 gallons.
TPLM: Tactical Petroleum Lab Med	The TPLM is due to be fielded to the operating forces in FY00. It will give the bulk fuel companies the ability to conduct extensive fuel quality testing without having to send samples to Army or theater POL Labs. This capability will ensure quick turn-around of routine and special fuel testing to ensure the safe guarding of the MAGTFs fuel quality during a contingency.
TPI-4T-4	

Table A-1: Standard equipment types (continued)

B Permissions

Permissions Table

The table below lists the 11 functional groups and the associated operations for those groups. These permissions are applicable to the FuelsManager Defense Dispatch and Accounting applications.

The Contracting Officer Representative (COR) group is reserved for non-fuels personnel, such as contracting officers or supply commanders.

These permissions are the Role Based Access Controls in accordance with the DoD Instruction 8500.2, "Controls for MAC III Sensitive Systems" regulation.

Group	Read	Write	Configure	Operations
Administrator				
	X	X		Accounting
	X	X		Dispatch
	X	X		Equipment
	X	X	X	Maintenance
	X	X	X	Quality Control
	X	X		Scheduler
	X	X	X	Training
	X	X		Personnel
	X	X		Tank Inventory
	X	X		Reports
	X	X		Evacuate
	X	X	X	Site
	X	X	X	Security
Accounting				
	X	X		Accounting
	X			Equipment
	X			Tank Inventory

Table B-1: Permissions

Group	Read	Write	Configure	Operations
	X			Reports
	X			Scheduler
COR				
	X			Accounting
	X			Dispatch
	X			Equipment
	X			Maintenance
	X			Quality Control
	X			Scheduler
	X			Training
	X			Personnel
	X			Tank Inventory
	X			Reports
Dispatch				
	X	X		Dispatch
	X	X		Equipment
	X	X		Maintenance
	X	X		Quality Control
	X	X		Personnel
	X			Tank Inventory
	X			Reports
	X	X		Scheduler
	X	X		Evacuate
Equipment Status				
	X	X		Equipment
	X	X		Maintenance
	X	X		Quality Control
	X			Tank Inventory
	X			Scheduler
	X			Reports

Table B-1: Permissions (continued)

Group	Read	Write	Configure	Operations
Inflights				
	X	X		Inflights
	X			Accounting
Maintenance				
	X	X		Maintenance
	X	X		Quality Control
	X			Tank Inventory
	X			Scheduler
	X			Reports
Personnel				
	X	X		Personnel
	X			Scheduler
	X			Tank Inventory
	X			Reports
Quality Assurance				
	X	X		Maintenance
	X	X		Quality Control
	X	X		Scheduler
	X			Tank Inventory
	X			Reports
Training				
	X	X		Training
	X	X		Scheduler
	X			Tank Inventory
	X			Reports
Trans Upload				
	X	X		Accounting
	X			Tank Inventory
	X			Scheduler
	X			Reports

Table B-1: Permissions (continued)

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